June 1998

NIST PERSONAL PROPERTY SYSTEM
ORACLE ASSETS

A Guide for Property Custodians and Administrative Officers

PERSONAL PROPERTY MANAGEMENT FACT SHEET*

NOTE: ALL NIST EMPLOYEES who use, supervise the use of, or have control over Government property are responsible for that property. This means that each employee must ensure that Government property is used and cared for properly, secured to prevent theft, used for Official Government purposes only (not personal or private use), and that NIST policy and procedures are adhered to.
　　　　Equipment costing $2,500 or more, as well as all personal appeal equipment regardless of cost (such as personal computers, monitors, VCRs, printers, modems, cameras and telephone answering machines) are subject to special controls and procedures. This fact sheet is designed to help employees understand what those special controls and procedures are so they can be complied with. Any questions should be directed to your division Property Custodian (PC) or the Personal Property Office (PPO) in the Acquisition and Assistance Division (AAD), Office of Administration.
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1. **OBJECT CLASS DESIGNATION**

♦　　　All accountable equipment (equipment costing $2,500 or more, equipment purchased through the working capital fund and personal appeal) must have an object class of 31.1 or 31.3 (Admin.Manual Ch. 8.08, Appendix B). When unsure whether or not equipment is accountable contact your PC or the PPO.

2. **TAGGING NEW EQUIPMENT**

♦　　　Generally, equipment delivered to Receiving in building 301 is tagged before redelivery to the requisitioner. When equipment is delivered directly to a requisitioner or is not tagged in Receiving, requisitioners will be contacted by the PPO to schedule an appointment to have the equipment tagged

♦　　　**Bank Card** orders are generally tagged by the PPO after the bank card statement is reconciled and the QPS file is transmitted by the division. Please keep track of this equipment so it can be easily located and tagged by PPO staff.

♦　　　**Manufactured Equipment** - Upon notification of completion by Accounts, the PPO will schedule an appointment to tag.

♦　　　**Gifts** - Gifts of equipment result in ownership vesting in NIST - not the NIST employee. Prior approval from the Office of the Comptroller and the PPO must be obtained on CD-210, "Record of Gift or Bequest". Gifts over $25,000 must have prior approval by the Secretary of Commerce (DAO 203-9).

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3. **REPORTING LOST OR STOLEN EQUIPMENT**

♦　　　**STOLEN** - Stolen equipment must be reported immediately to the NIST police at X2805. Equipment stolen off site must be reported to local law enforcement officials. The theft must also be reported to the PPO by the PC on a NIST-6A, "Request for Property Board of Review Action", with a copy of the police report attached..

♦　　　**LOST** - When theft is not suspected, the PC must report the loss to the PPO on a NIST-6A, "Request for Property Board of Review Action". Attempts to locate equipment must be documented.

4. **TAKING EQUIPMENT HOME OR OFF-SITE** (For official use only - personal use is **NOT** authorized)

♦　　　Any individual leaving NIST grounds, in possession of NIST Property, must have a signed NIST-393, "Equipment Loan Authorization, Receipt, and Property Pass" in their possession. The PC must sign and retain a copy of this pass.

♦　　　**30 DAYS OR LESS** - A completed NIST-393, "Equipment Loan Authorization, Receipt, and Property Pass. The PC must sign and retain a copy of the loan authorization

♦   **MORE THAN 30 DAYS** - A completed NIST-393, "Equipment Loan Authorization, Receipt, and Property Pass" approved by the PPO. Loans must be for one year or less, but may be renewed.

♦   Return of equipment from loans more than 30 days must be reported to the PPO by the PC.

5. EXCESSING UNREQUIRED OR UNSERVICEABLE EQUIPMENT AND FURNITURE

♦   **NEVER THROW EQUIPMENT AWAY.** All unserviceable or excess equipment and furniture must be reported to the PPO on a NIST-6, "Report of Excess Property". Untagged and/or broken equipment and furniture, as well as tagged equipment, must be reported. Excess equipment must remain in a secure area (not stored in hallways) until removed by the PPO.

♦   Equipment containing oils, chemicals, or otherwise contaminated will not be picked up until contaminants or hazardous fluids have been removed by authorized personnel.

6. CANNIBALIZING EQUIPMENT FOR PARTS

♦   **CANNIBALIZATION -** Authorized when repair of unit to be cannibalized is not cost-effective, required parts are not available from a previously cannibalized unit, and the Government realizes a greater benefit from the cannibalization than from resale or trade-in of the unit. Prior approval on a NIST-6A "Request for Property Board of Review Action" is required if the cannibalization results in the need to remove the cannibalized equipment from the accountable property records.

7. LOANING EQUIPMENT

♦   **TO OTHER FEDERAL AGENCIES** - Must be documented and approved by the PPO on NIST-393, "Equipment Loan Authorization, Receipt, and Property Pass". Period of loan may not exceed 1 year, but may be renewed. Contact the PPO to renew the loan prior to its expiration.

♦   **TO NON-PROFIT EDUCATIONAL INSTITUTIONS** - Must be approved by the Supervisor, PPO. Loan must be for collaborative research work. Period of loan may not exceed 1 year, but may be renewed. Contact the PPO to renew the loan prior to its expiration.

♦   **TO NON-FEDERAL INSTITUTIONS** - Can only be approved by the PPO if loan is in support of a contract or agreement or in emergencies involving threat to human life or prevention of suffering. Period of loan may not exceed 1 year, but may be renewed. Contact the PPO to renew the loan prior to its expiration.

8. TRANSFERS WITHIN NIST

♦   Equipment transfers between divisions and between sites (Gaithersburg to Boulder, or Boulder to Gaithersburg, even if the division does not change) require a completed NIST-81,"Intra-Office Transfer of Equipment".

♦   When transferred within a division, notify the PC of the new contact and location.

9. TRADE-INS
♦   A trade-in must be for the same type of equipment being purchased and must be approved by the PPO. To ensure that traded-in equipment is removed from the property records, the PPO should be notified of the NIST number of the traded in equipment and the purchase order it is traded-in under upon removal of the equipment from the site. The NIST number must be removed from the equipment before it leaves NIST grounds.

* Failure to comply with these guidelines could result in administrative, or in certain circumstances, criminal penalties. For more detailed information contact the PPO.

WELCOME

Eventually problems will be handled by the system administrator, Julie Weiblinger in the Financial Systems Management Office. Julie is still being trained on the system. Users will be notified when to start using Julie as the contact for problems.

PERSONAL PROPERTY CONTACTS

Debbie Turner (X6360) Supply Management Officer

Vacant Supervisor, Property and Receiving

PERSONAL PROPERTY
Ron Winston X6365 – Object Class assignment, tagging

Debbie Kalinowski X6363 – Equipment tagging

Carol Gassaway X6357 – Loans, transfers, reorganizations

Gene Baugher X6296 – Tagging, Precious Metals, Inventory

EXCESS PROPERTY
Angel Roman X6371 – Receives NIST-6s (Reports of Excess Property), Surplus Sales, donations, transfers from or to NIST.

Joe Addison (Wage Leader) X3773 or X6370   Appointments to screen excess, pick-up
Steve Housand   and delivery of excess, what is available
Brett Whitworth

BOULDER
Susan Ortiz 303-497-3945

EVERYONE is responsible for the proper use, care and protection of Government Personal Property in their possession.

EVERYONE is responsible for ensuring Government property in their possession is used only for Official Government purposes, not for personal or private use. This includes property that is scheduled to be destroyed or sold as scrap.

EVERYONE is responsible for reporting lost, missing, stolen or broken personal property

PROPERTY CUSTODIAN RESPONSIBILITIES

The Property Custodian must be informed whenever equipment assigned to his/her area of responsibility leaves that area of responsibility for ANY reason.

1. Maintains property records for custodial area

2. Initiates or processes documents affecting accountability or custody of property

3. Identifies and reports excess property

4. Assists with physical inventories

5. Submits survey reports (NIST 6-A) for lost, damaged, or destroyed property

6. Assists with exit clearances to ensure that all assigned property is accounted for

7. Ensures property has proper maintenance and protection and is used only for official purposes.

WHAT IS PERSONAL PROPERTY?

Personal property is property of any kind except real property (real estate, permanent buildings) and records of the Federal Government

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Notes

System Requirements: 3MB of free storage
800 X 600 minimum monitor resolution

Accessing Oracle Assets: Oracle *Assets* is being run as a telnet session through a product called *Winframe*. The advantages of using *Winframe* are: all the processing is performed on the application server, so the user's PC does not need a lot of memory and storage; and it makes maintenance of the application easier, when there are upgrades and patches to *Assets* the changes are made in one place, the application server.

There are two levels of access, the first is through *Winframe* and the second is to Oracle *Assets*. Therefore, each user will have two passwords.

Licenses: 20 Winframe
35 Oracle *Assets*
There may be times when a user can not access the system because there are not enough licenses. If this becomes a problem, contact Debbie Turner, X6360. Debbie will monitor usage and determine if additional licenses are needed.

Printers: If a user wishes to print to his local printer, then his printer must be registered in Oracle *Assets* and a Unix spool file and an LPD server need to be created. To setup a printer the user's printer type and computer host name are needed. When the user's machine is setup by the systems administrator this information will be obtained.

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Signing-on to *ORACLE ASSETS*

On the computer desktop you will find an *Oracle* icon. Position the arrow on the icon and double click the left mouse to open *Oracle Assets*.
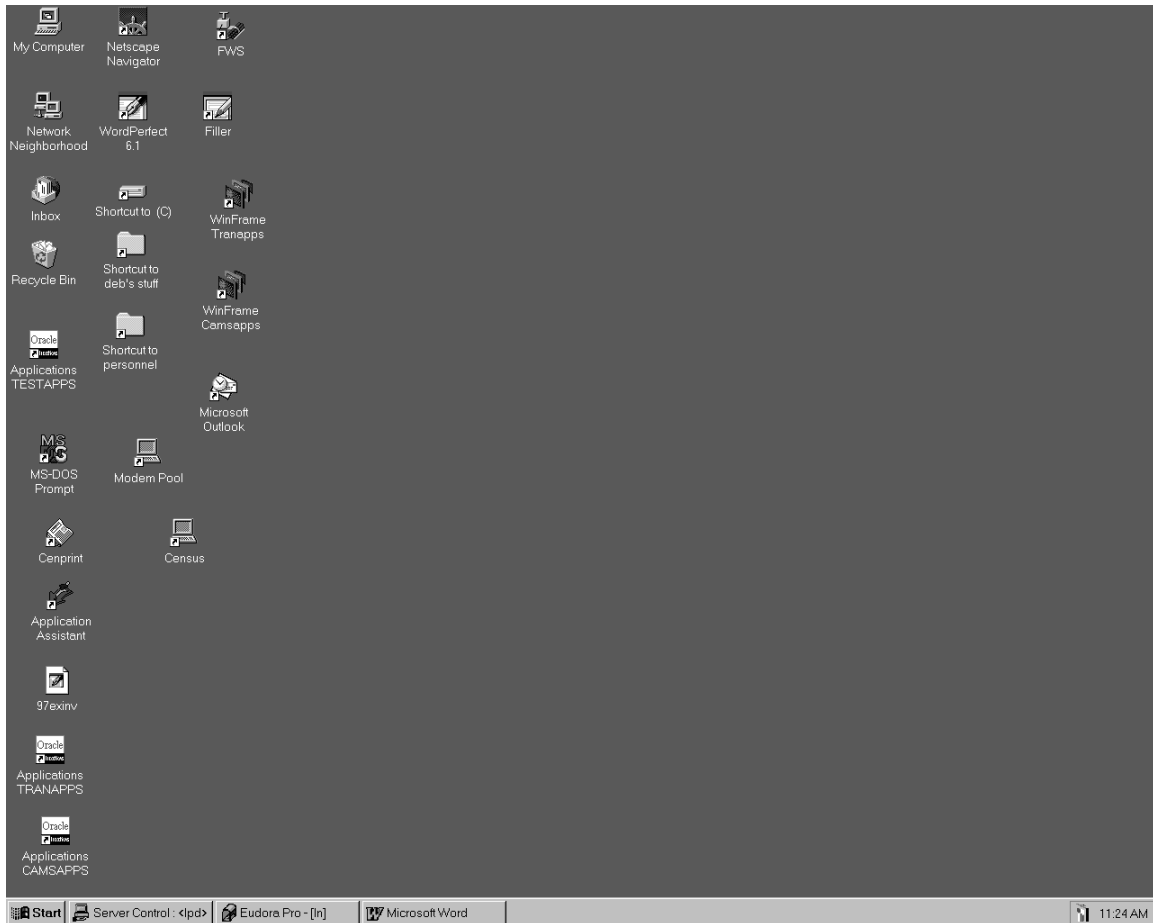
After a few seconds the *Winframe* connection to *Oracle* window, and then the *Winframe* sign-on screen
will appear.
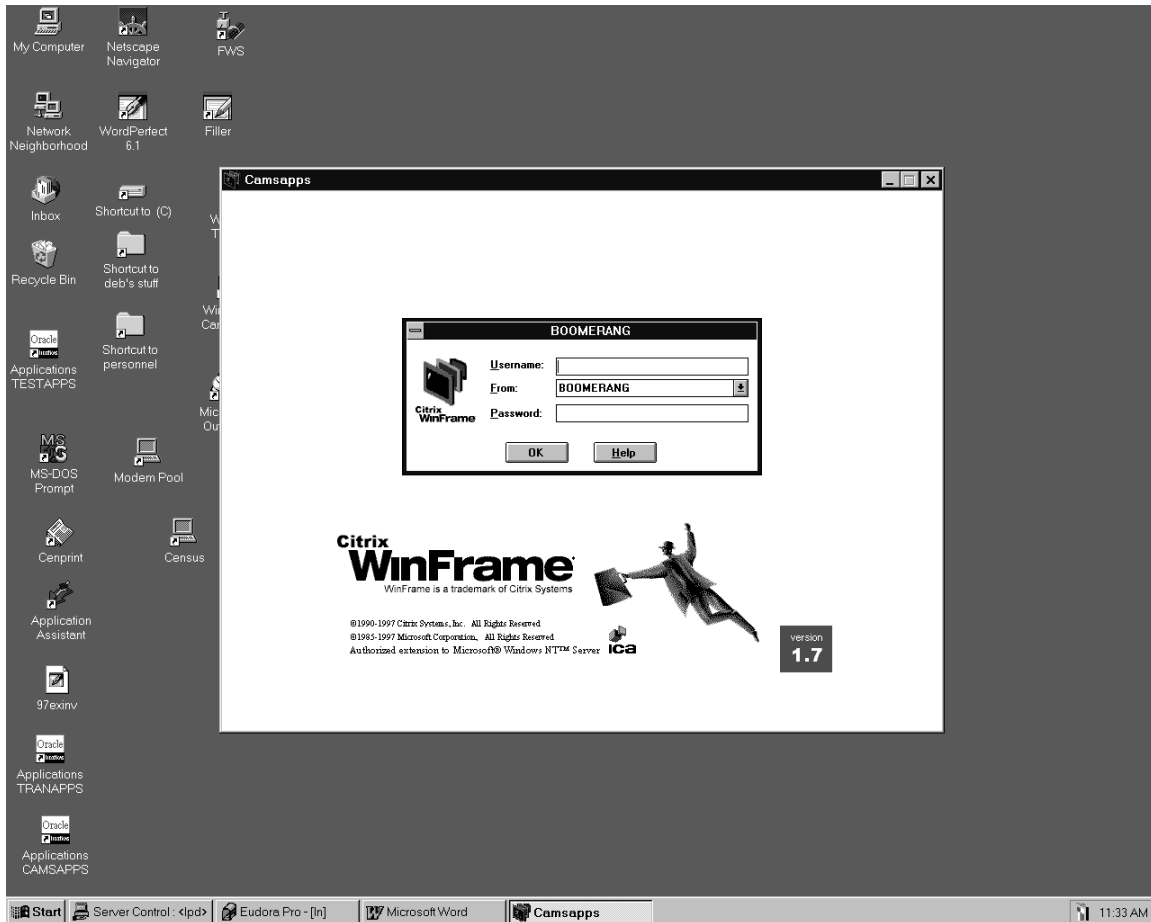
Enter your *Winframe* Username and Password. Then, press the Enter key or click on the *Ok* button.

After a few seconds the sign-on screen for *Oracle Assets* will open.
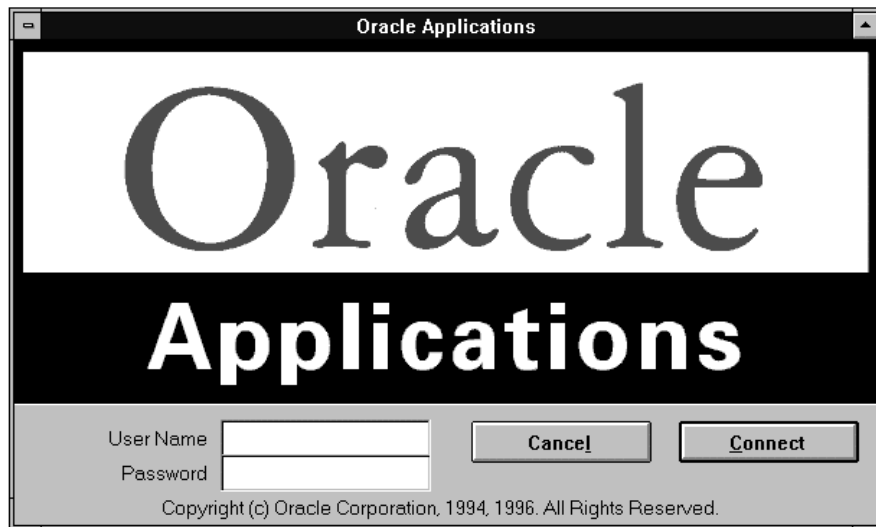
First-Time Sign-On

The first time you sign on, enter your *Oracle Assets* user-id in the *User Name* field and 'oracle' (the password is case sensitive so it must be entered as given) in the *Password* field, then hit the Enter key. The application will display the message "Your password has expired".

Click on the *Ok* button and the Password Update screen will open.

Enter 'oracle' in the *Old Password* field and then enter the password of your choice in the *New Password* field. It must be at least 5 characters long, and can use both upper and lower case letters as well as numbers. Verify your password by retyping it in the *Re-enter New Password* field. Complete the password change by clicking on the *Ok* button.

Regular Sign-On

Enter your user-id in the *User Name* field and your password in the *Password* field. Then, hit the enter key or click on the *connect* button.

Signing-Off

To sign-off, click on *Action* at the top of the window and select *Exit Oracle Applications*.
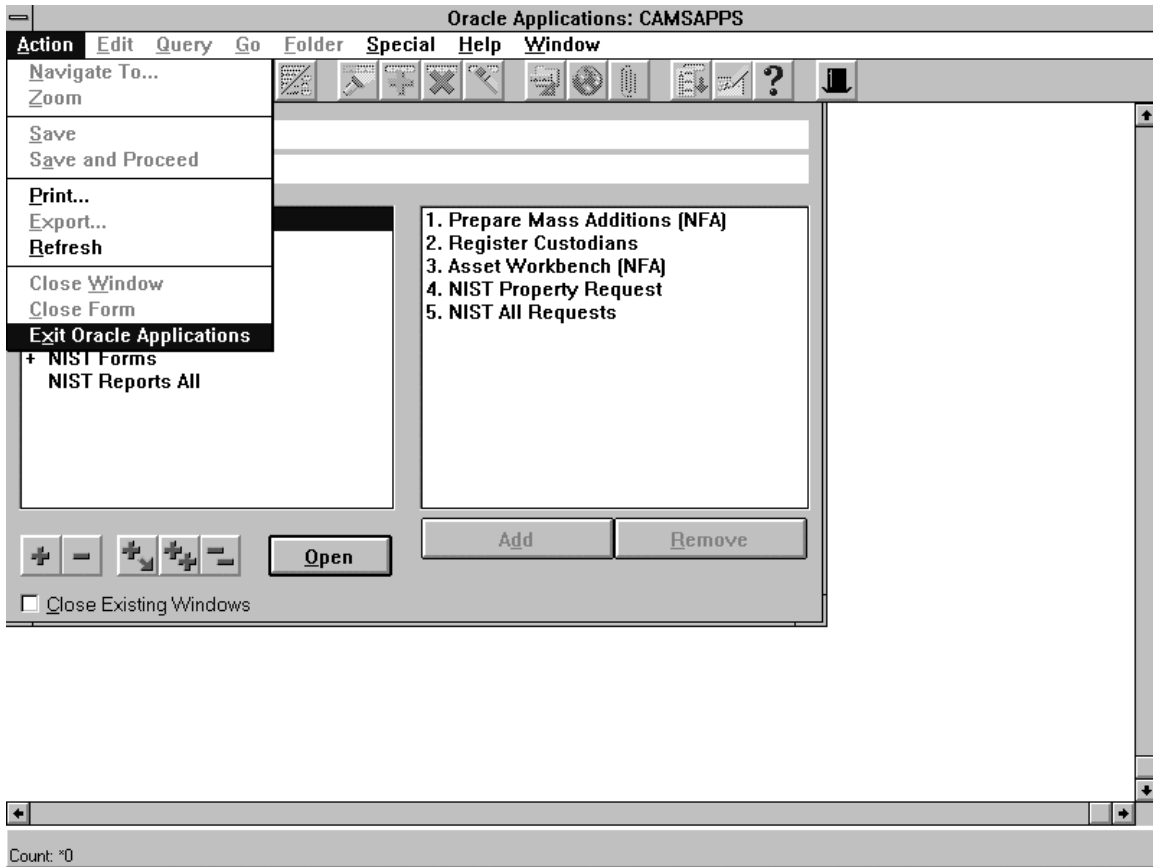
A window will appear to verify whether or not you want to exit the application. Click on the *Ok* button.
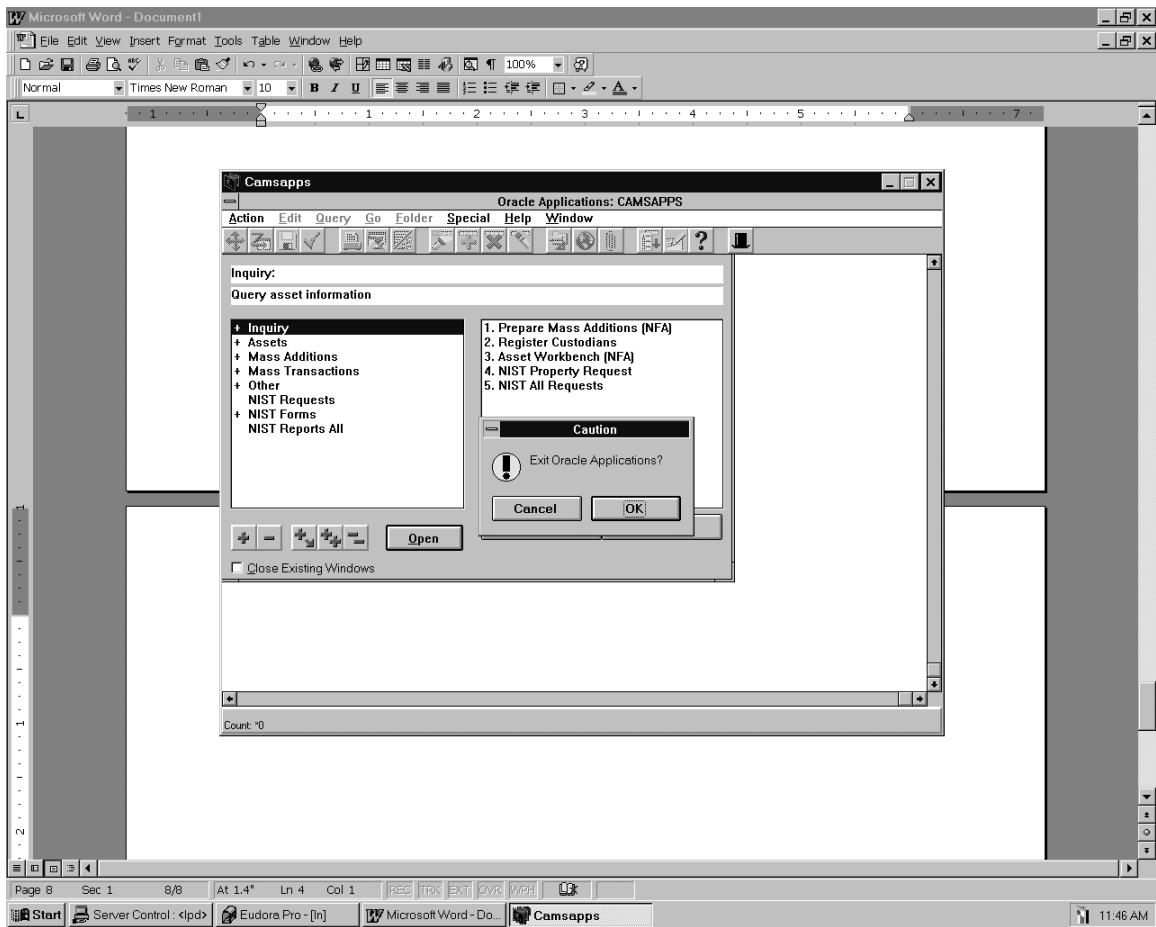
OPERATING FEATURES

Window Help

Oracle Assets has online help windows.   These windows are not specific to the NIST set-up and will provide general application information only.

To access, click on *Help* and select *Window Help*.
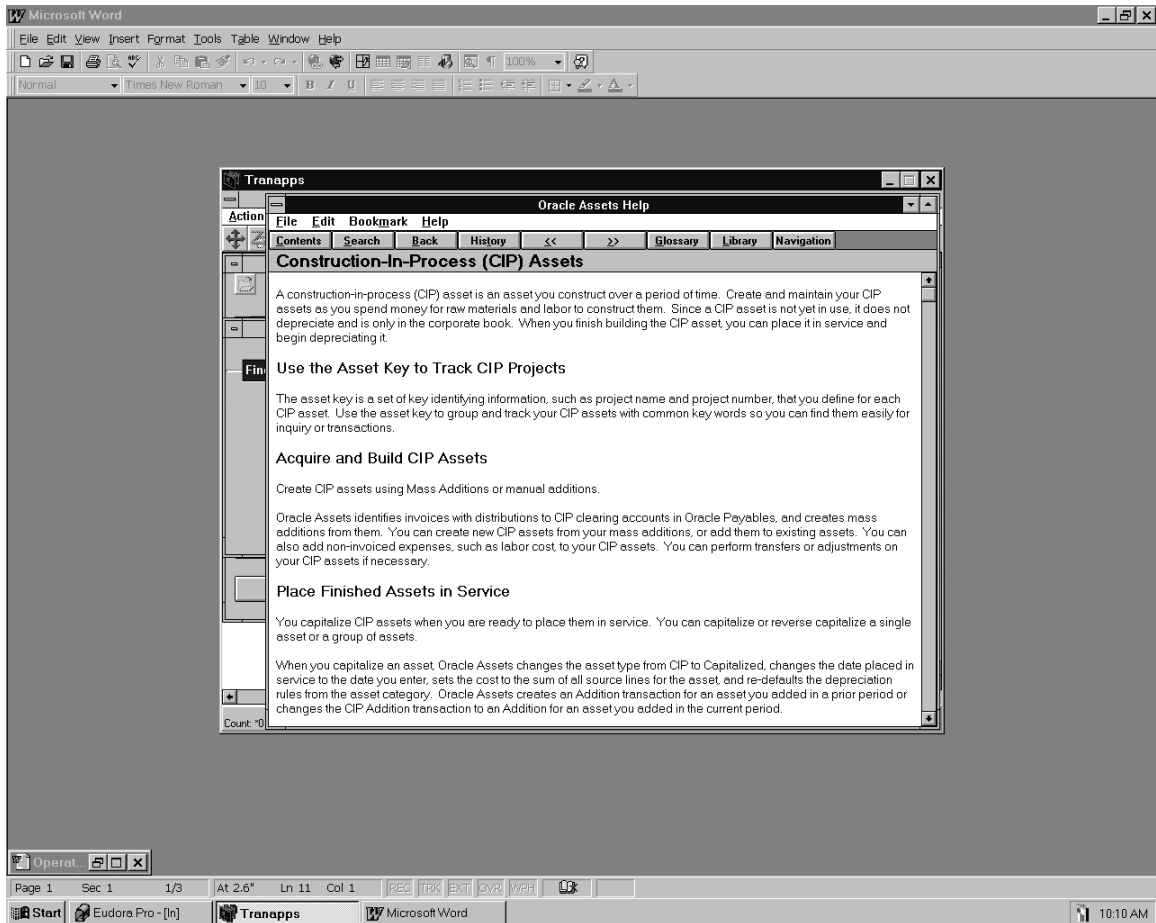
Oracle Applications Library

Oracle Assets Applications Library provides general product information.

Click on *Help* and select *Oracle Applications Library*.
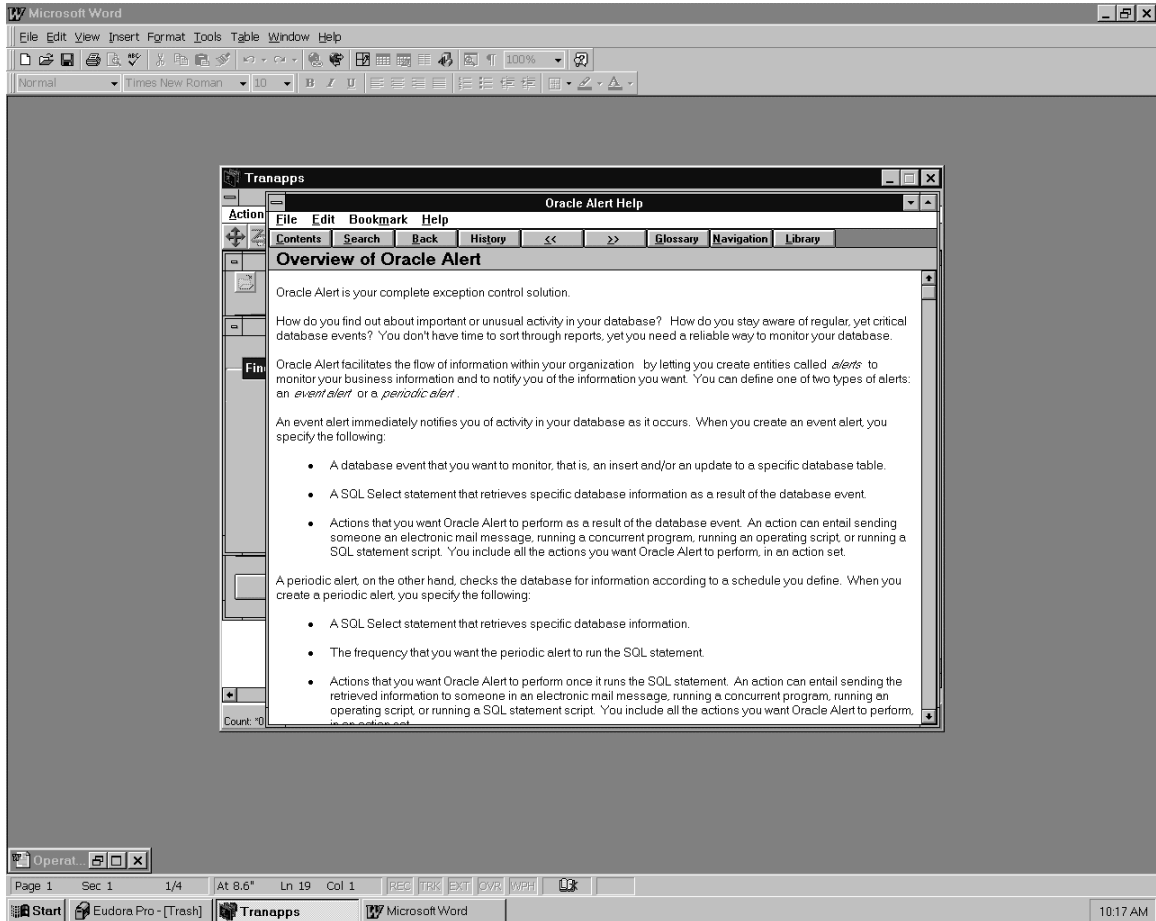
Keyboard Help - Function Keys

Your keyboard includes function keys that can be used to execute functions. A list of these function keys is available on the *Help* menu under the *keyboard help...* selection.

Function Keys

Function	Key
Accept	F10
Application Menu	Ctrl+,
Block Menu	F5
Cancel	Esc
Clear Block	Shift+F5
Clear Form	Shift+F7
Clear Item	Ctrl+u
Clear Record	Shift+F4
Count Query Hits	Shift+F2
Debug Mode	Ctrl+?
Delete Backward	Backspace
Delete Record	Shift+F6
Display Error	Shift+F1
Down	Ctrl+I
Down	Down
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl+e
Enter Query	F7
Execute Query	F8
Exit	Ctrl+q
Help	F1
Insert Record	F6
Left	Left
List of Values	F9
Main Menu	Ctrl+.
Next Block	Ctrl+Page Down
Next Item	Ctrl+Tab

OK

Invoice Number

Units   Cost

Open

Microsoft Word - Document2

File Edit View Insert Format Tools Table Window Help

Normal | Times New Roman | 10

Tranapps

Action Edit Query Go Fold

Keys

Invoice Number

Function	Key
Next Item	Tab
Next Primary Key	Shift+F3
Next Record	Shift+Down
Next Set of Records	Ctrl+>
Previous Block	Ctrl+Page Up
Previous Item	Shift+Tab
Previous Item	Shift+Ctrl+Tab
Previous Menu	Ctrl+Enter
Previous Record	Shift+Up
Print	Shift+F8
Redefine Username/Password	Ctrl+n
Return	Enter
Right	Right
Scroll Down	Page Down
Scroll Up	Page Up
Show Keys	Ctrl+F1
Up	Up
Up	Ctrl+p

Units   Cost

OK

Split   Open

Count: *0

Page 2   Sec 1   2/2   At 6.4"   Ln 5   Col 1   REC TRK EXT OVR WPH

Start   Tranapps   Microsoft Word - Do...   11:17 AM

Display Database Error

Displays the last database error.

Tools

Used by the systems administrator.

View my Request

Displays status of submitted reports, i.e. Division Listing - Property, etc.
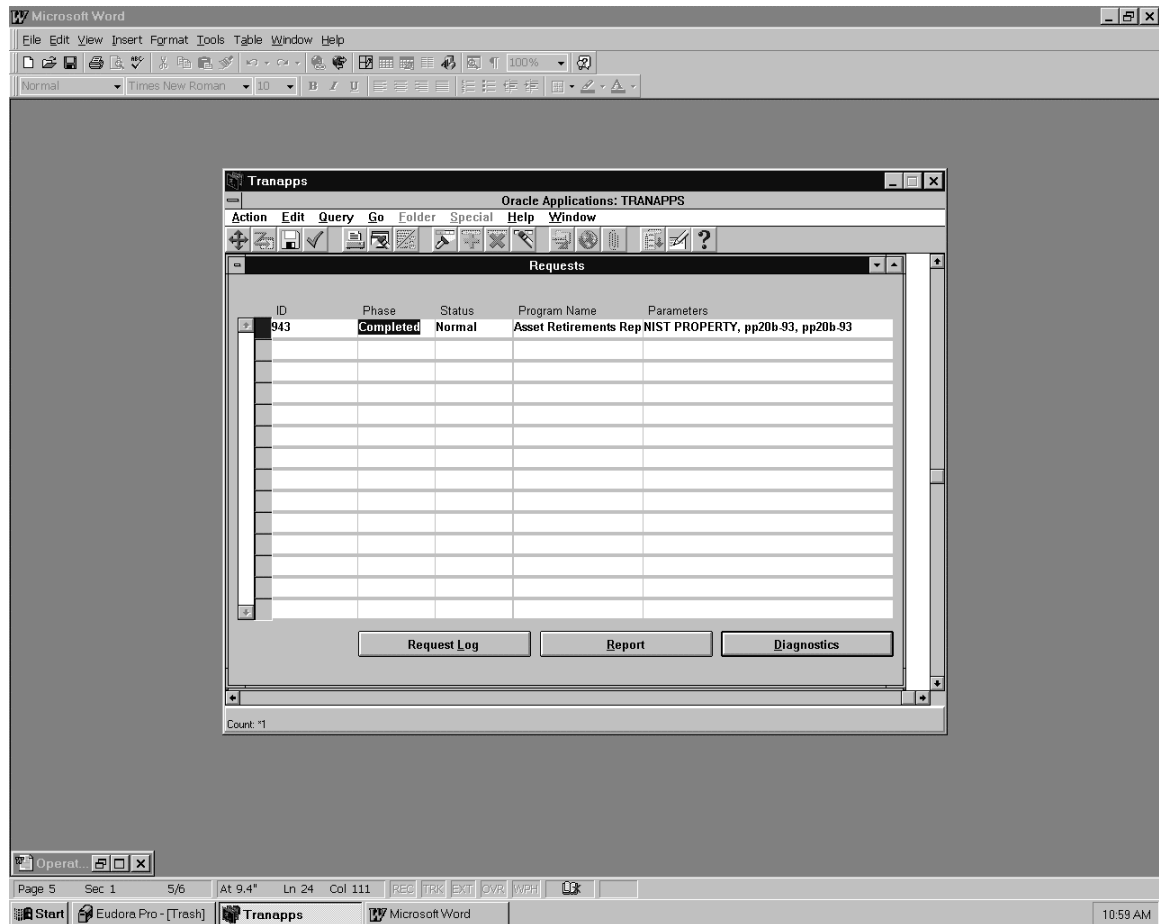
A report that has been run goes through the following phases: pending, running, completed, and sometimes, inactive. During each phase, you can query to see what the status of the request is.

PHASE	STATUS	DESCRIPTION
PENDING	Normal	Request is waiting
	Standby	Request is on hold until other programs have finished running
	Waiting	Request is on hold
RUNNING	Normal	Request is running normally
	Paused	Request is paused waiting for all associated requests to finish running
	Resuming	Request has resumed processing
	Terminating	Request is terminated by choosing the *Cancel Request* button in *Concurrent Requests Summary* window.
COMPLETED	Normal	Request completed successfully

	Error	Request failed to complete successfully
	Warning	Request completed with warnings. For example, a request is generated successfully but fails to print.
	Cancelled	Pending or inactive request is cancelled by choosing the *cancel request* button in the *concurrent request summary* window.
	Terminated	Choosing the cancel request button in the concurrent requests summary window terminates request.
INACTIVE	Disabled	Program to run request is not enabled.
	On Hold	Pending request is placed on hold by choosing the *Hold Request* button in the *Concurrent Requests Summary* window.
	No Manager	The concurrent manager is not active, contact the systems administrator

About This Record

Select *Help* and then *About this Record*. A window appears that displays information about the current record. This information includes who created the record, the date of creation, who last changed the record, the date of change, and that user's system logon.
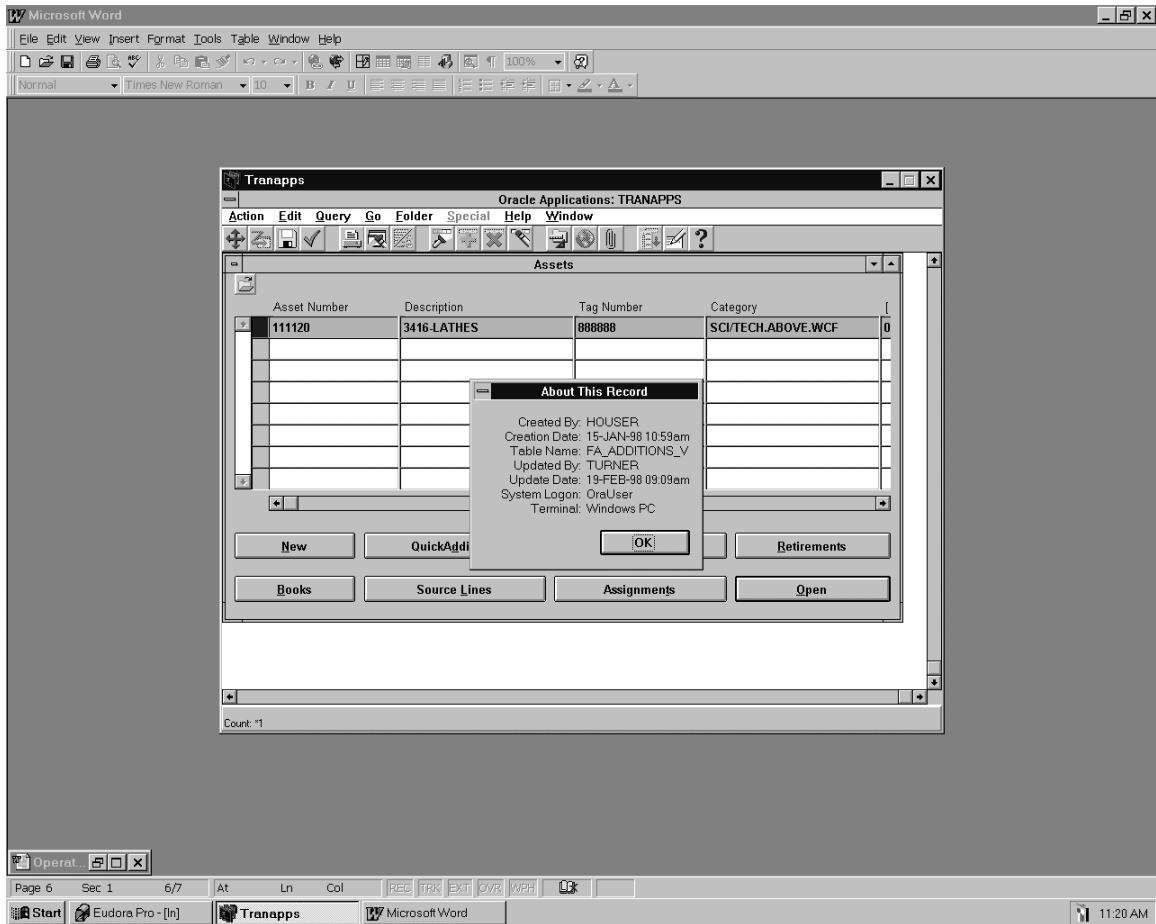
About *Oracle* Applications

Select help and then select Oracle Applications. This window provides details about the Oracle
Application being used.

To Create a Top-Ten List

The top ten forms that are frequently used can be added to the top-ten list to make choosing them easier.

Select a frequently used form from the main menu by clicking on it once. Click on the *add* button.

To remove a form from the top ten list, highlight the selection and click on the *remove* button.
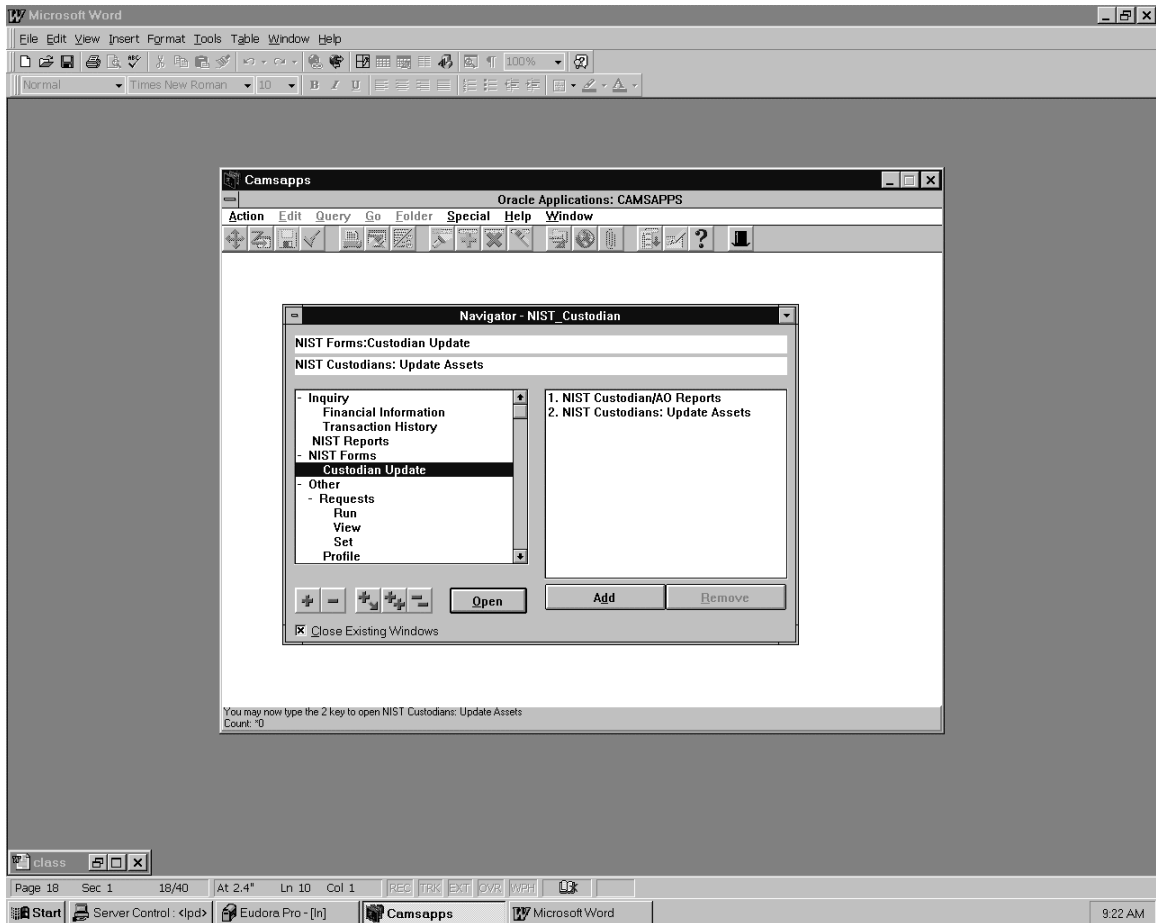
Main Menu

After log-on the first window that will appear is the main menu. Different users of the system have been assigned different responsibilities. Administrative Officers will notice they do not have *Custodian Update* as a menu selection, while Property Custodians do have this listed as a selection.
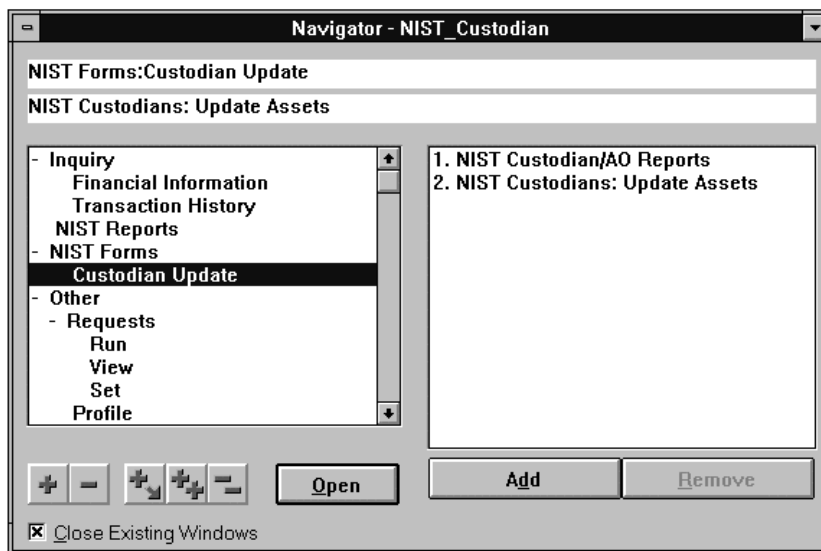
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INQUIRY
- ***FINANCIAL INFORMATION***
- ***TRANSACTION HISTORY***

All users have access to these two query only functions.

To open *Financial Information* highlight the selection and click on the *Open* button at the bottom of the screen. The *Find Assets* window appears.
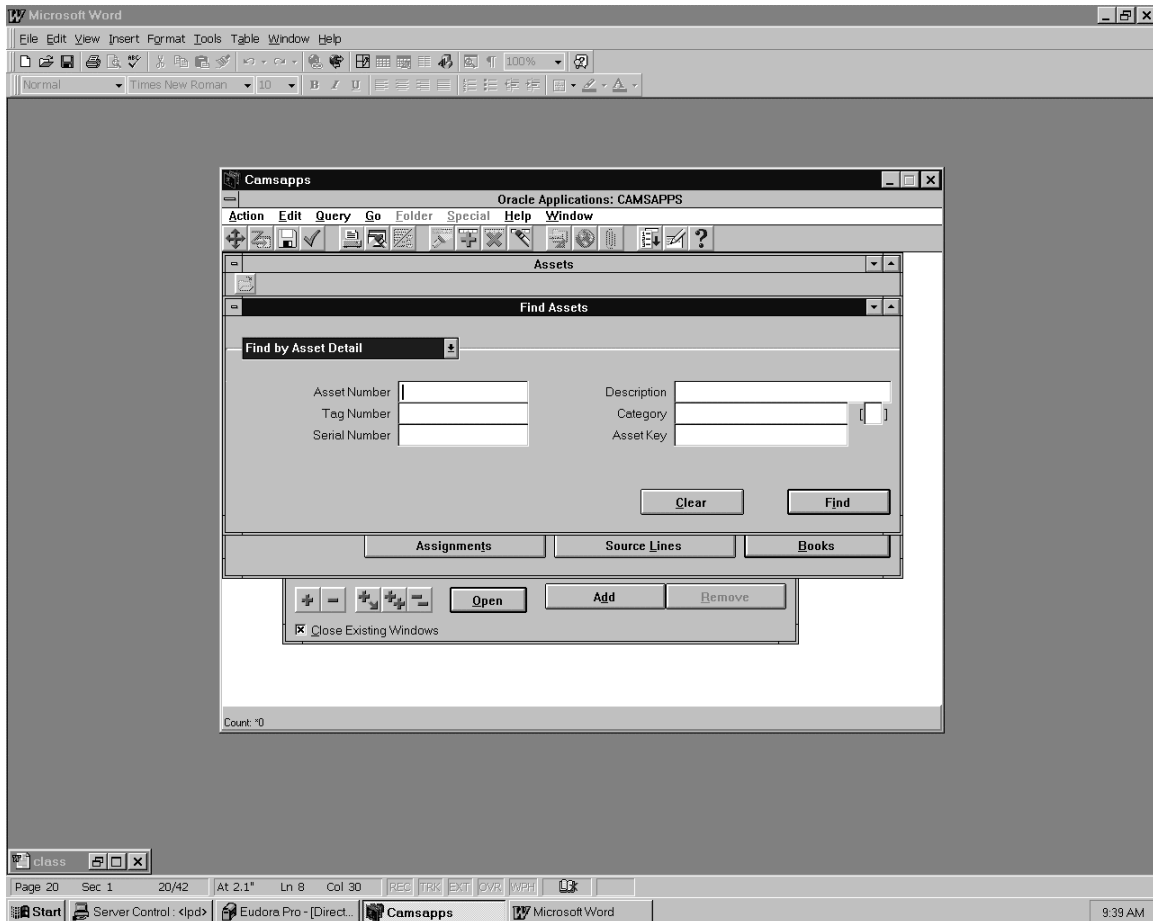
From the window queries can be performed from any of the data fields. To query by tag number, tab to the *Tag Number* field, enter the tag number and click on the *find* button in the lower right hand corner of the window. To query by serial number, tab to the *Serial Number* field, enter the serial number to be queried on and click on the *find* button.

Queries can be performed using partial information by using %, which is a wildcard character. The % represents any character or group of characters.

COMBINATION	MEANING	EXAMPLE
%	All values	A % in the tag number field will query and select all tag numbers in the database
%XXX	All values that end in XXX regardless of what the beginning characters are	%056 in the tag number field will select all tag numbers that end in 056
XXX%	All values that begin with XXX regardless of what the ending characters are	056% in the tag number field will select all tag numbers that begin with 056
%XXX%	All values with the combination XXX	%056% in the tag number field will select all tag numbers with the combination 056 regardless of where the 056 falls, middle, beginning or end.

The following records were found as a result of query 56073%. Highlight the record to be opened using the arrow keys.
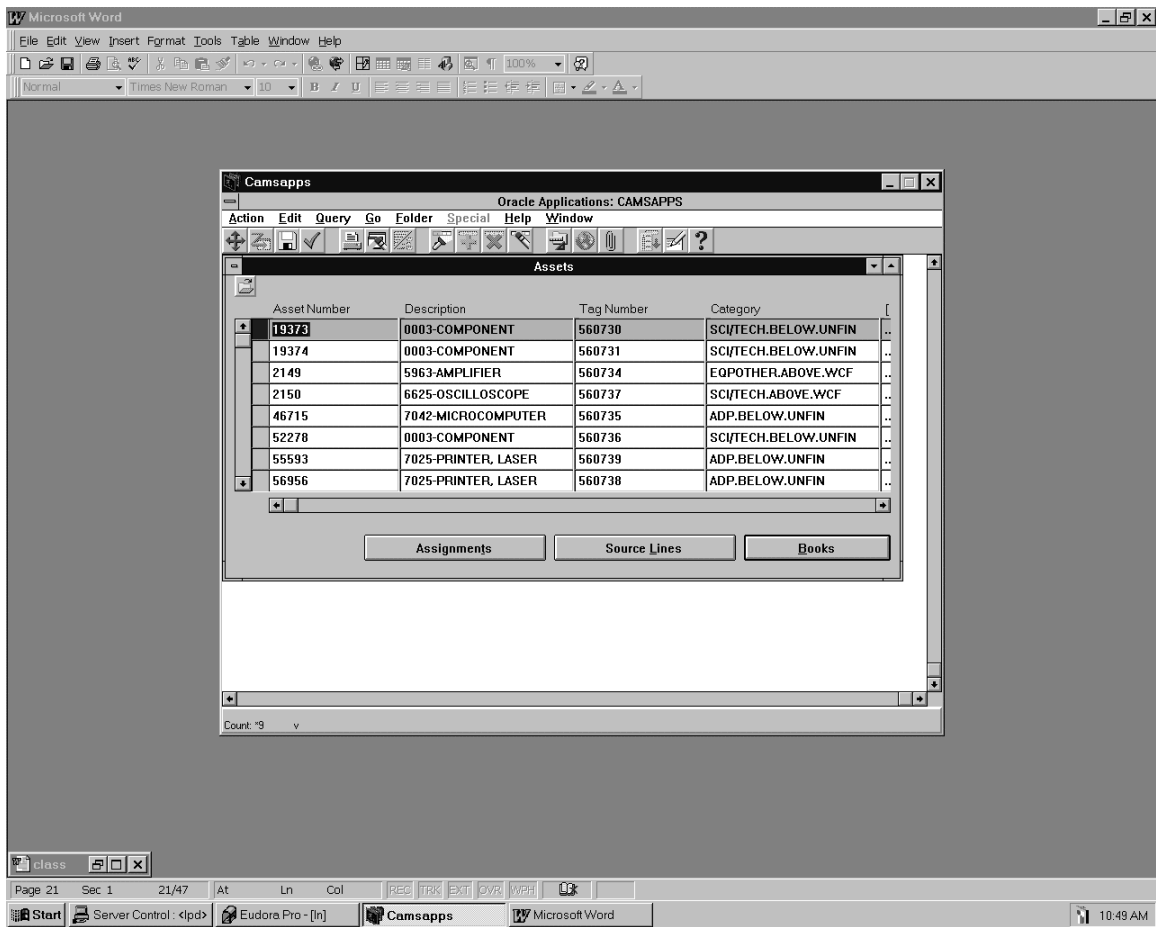
Click on the *Assignments* button to view Property Custodian, Depreciation Cost Center and the location of the equipment.

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┌─────────────────────────────────────────────────────────────────────────────┐
│ ─               Oracle Applications: CAMSAPPS                                 │
│ Action   Edit   Query   Go   Folder   Special   Help   Window                 │
│ ⊕ ⊜ 🖫 ✓  🖹🗟🔳  🔨⟙✕⬦  🗗⬡🗋  🗁✎ ?                                          │
│ ─                         Assets                              ▼ ▲     ↟       │
│ ─                    Assignments - 2149                                       │
│                                                                               │
│                                                                               │
│     Units   Emp Name        Emp Number  Expense Account          Location     │
│  ↥ │1│     Greenberg, Joseph│328      │57.8110902.000.50100000.611010│GA.220.B146│
│  │ │       │                │         │                              │          │
│  │ │       │                │         │                              │          │
│  │ │       │                │         │                              │          │
│  │ │       │                │         │                              │          │
│  │ │       │                │         │                              │          │
│  │ │       │                │         │                              │          │
│  ↧ │       │                │         │                              │          │
│                                                                               │
│                                                                               │
│ ←  │   │                                                               │  →   │
│ Count: *1                                                                     │
└─────────────────────────────────────────────────────────────────────────────┘
```

32

Click on *Source Lines* to view purchase order information. The *View Source Lines* Window Opens. To open the *Assets Invoices* window to see additional information about a line (i.e. requisition number, acquisition cost center) click in the small box on the *View Source Lines* window between the *Source Batch* and *Project Number* fields.

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┌─────────────────────────────────────────────────────────────────────────────────┐
│ ▬    Oracle Applications: CAMSAPPS                                                 │
│ Action  Edit  Query  Go  Folder  Special  Window  Help                            │
│ ┌──────────────────────────────────────────────────────────────────────────────┐ │
│ ▬                              Assets                                    ▼ ▲    ▲ │
│  ┌──────────────────────────────────────────────────────────────────────────┐    │
│  ▬                    View Source Lines - 2149                        ▼ ▲        │
│                                                                                   │
│   Line Amount  Supplier Name   Supplier Number  PO Number   Source Batch  [] Project N │
│      3,720.79                                    318877                   8          │
│            ┌──────────────────────────────────────────────────────────────┐       │
│            ▬                 Assets Invoices                               │       │
│            │ ?                                                             │       │
│              Requisition Number    8113199                                         │
│              PO Modification Number                                                │
│              Line Item Amount                                                      │
│              Line Item Description  SUAL-PHASE LOCK-IN AMPLIFIER                    │
│              Vendor Name                                                           │
│              Acquisition Cost Center  8110806                                      │
│              Context Value                                                         │
│                                    ◄                                              │
│                                                                                   │
│ Count: *1                                                                         │
└─────────────────────────────────────────────────────────────────────────────────┘
```

To view financial information click on the *Books* button. Highlight the book information should be displayed for by using the arrow key.
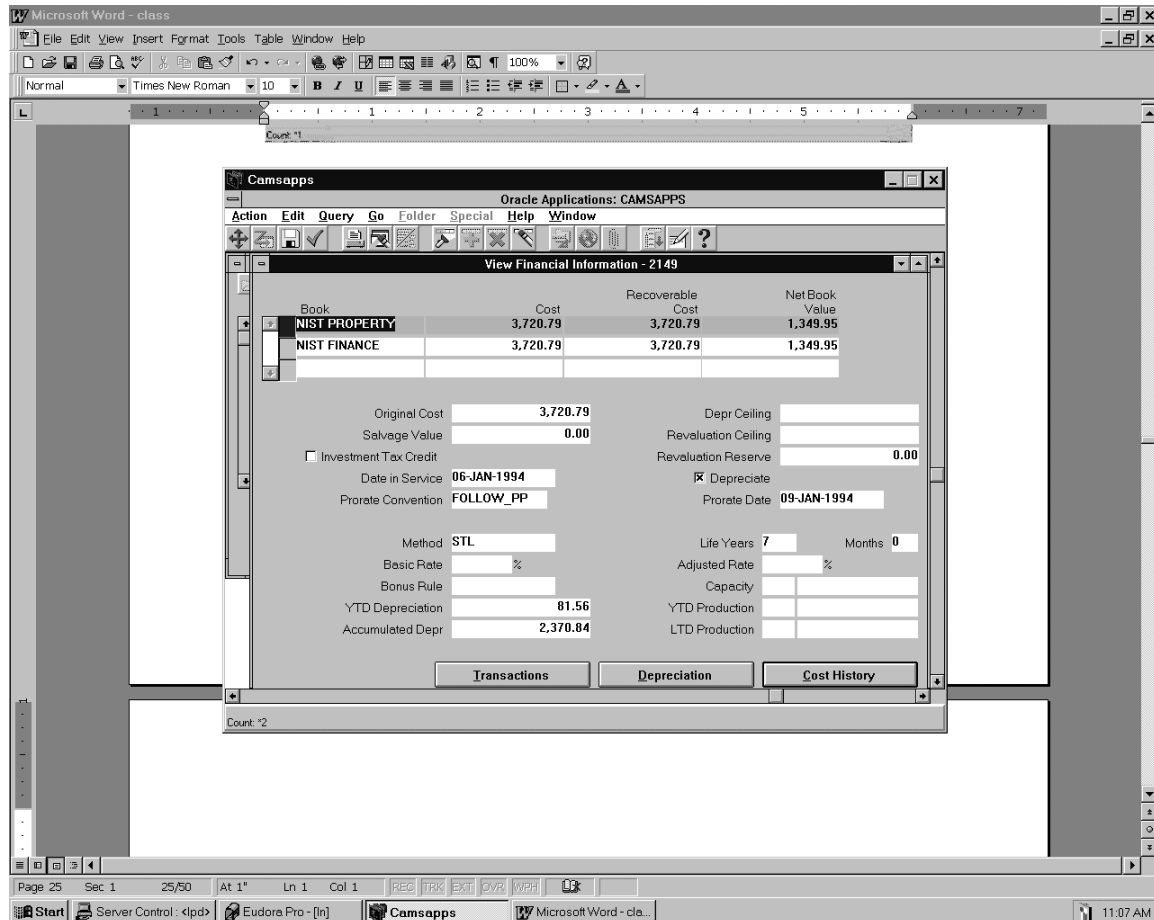
Definitions:

1. **NIST Property Book** – Tracks assets and book depreciation
2. **NIST Finance Book** – Tracks invested equipment amortization (finance charges) – payback to the Working Capital Fund.
3. **Cost** – Total Cost of the asset
4. **Recoverable Cost** - At NIST, the same as Cost
5. **Net Book Value** – Undepreciated balance
6. **Original Cost** – The acquisition cost of the asset
7. **Date in Service** – Acceptance date (from the R&I) of the asset. Amortization charges begin in the pay period following the period containing the Date in Service.
8. **YTD Depreciation** – The amount of depreciation expense for this fiscal year to date
9. **Accumulated Depreciation** - The total amount of depreciation expense.
10. **Life Years** – The finance life of the asset.

To view pay period amortization charges, arrow down to highlight NIST FINANCE and click on the *Depreciation* button. **Amortization must be viewed in the NIST FINANCE Book**!! In the example below, pay period charges are $20.39. The Depreciation Cost Center charged is the second segment of the Expense Account.

Click on the *Transactions* Button to view when the record was added, cost adjustments, transfers, etc.
Click on the *Details* button to view cost details about each transaction.
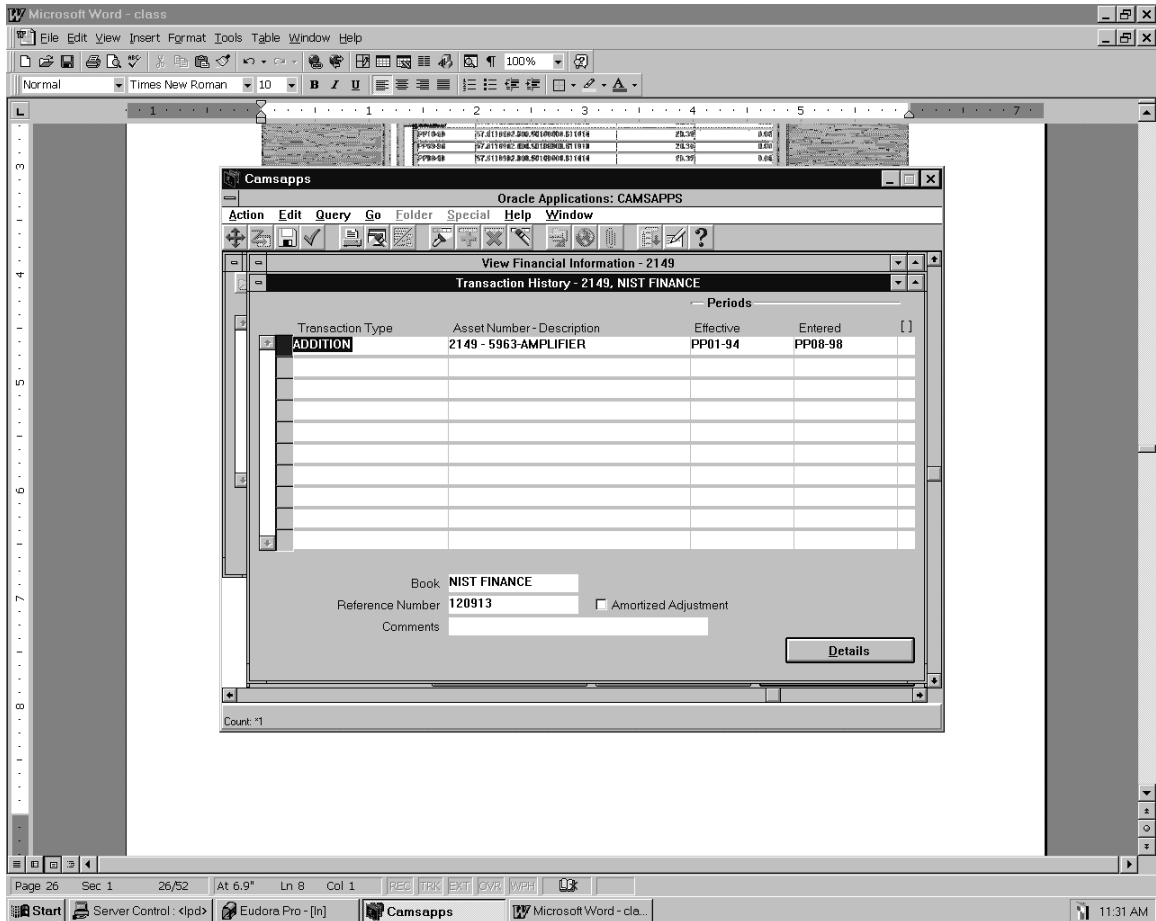
Click on the arrow next to the blue bar to pop up the pick list for other query windows. Click on your selection to open the window. For example, click on *Find by Source Line* to select that query window.
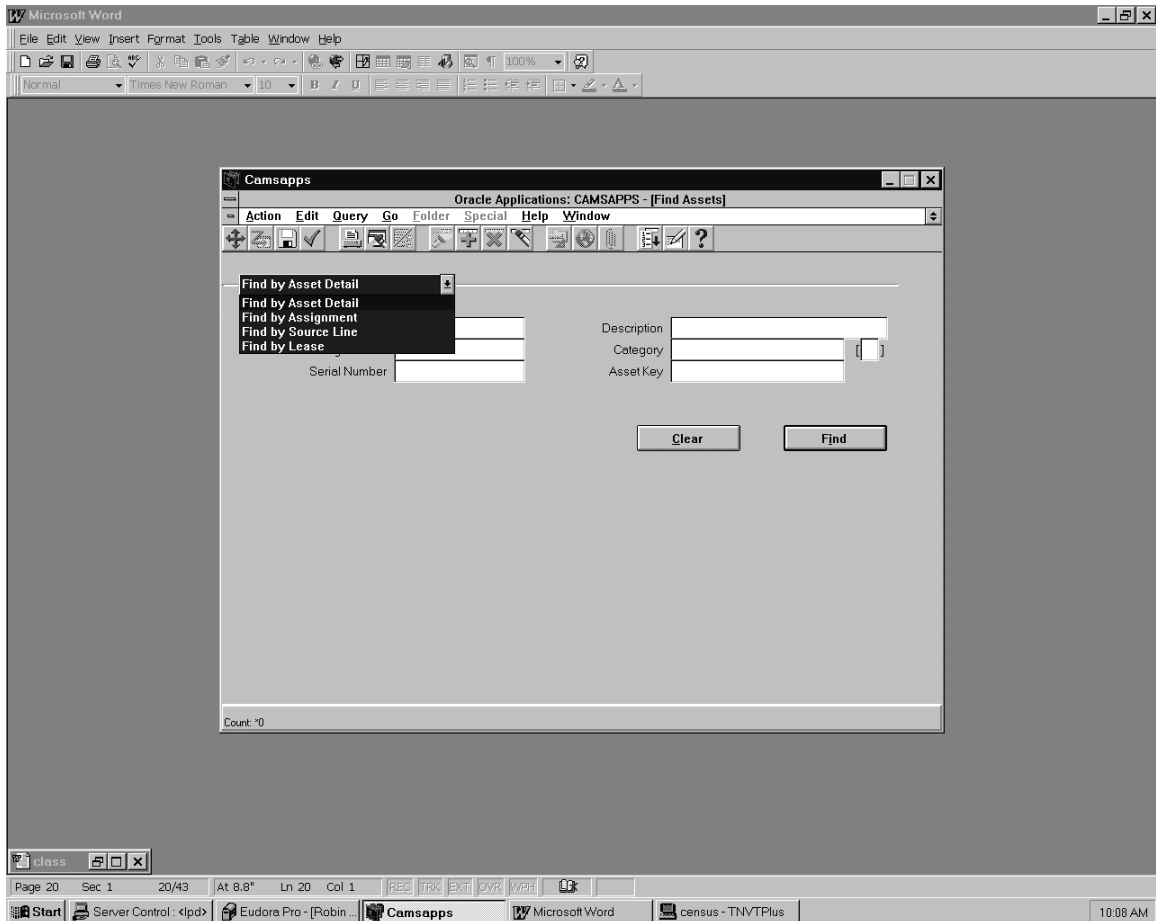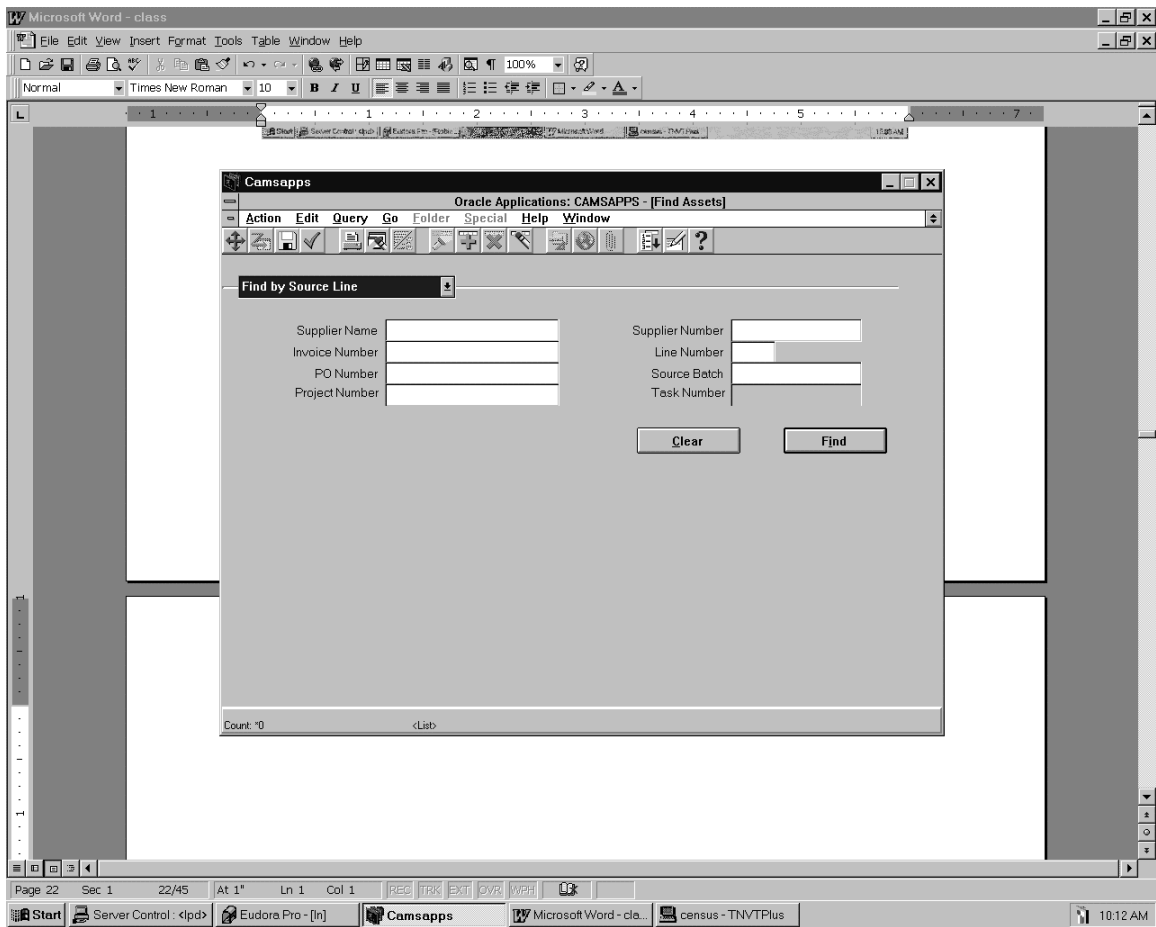
Notice a new selection of data fields to be queried on appears. To query recorded assets under a purchase order tab to the *PO Number* field and enter % and the last six digits of the purchase order. Click on the find button.

All equipment that has been recorded as an asset under the queried purchase order is selected.
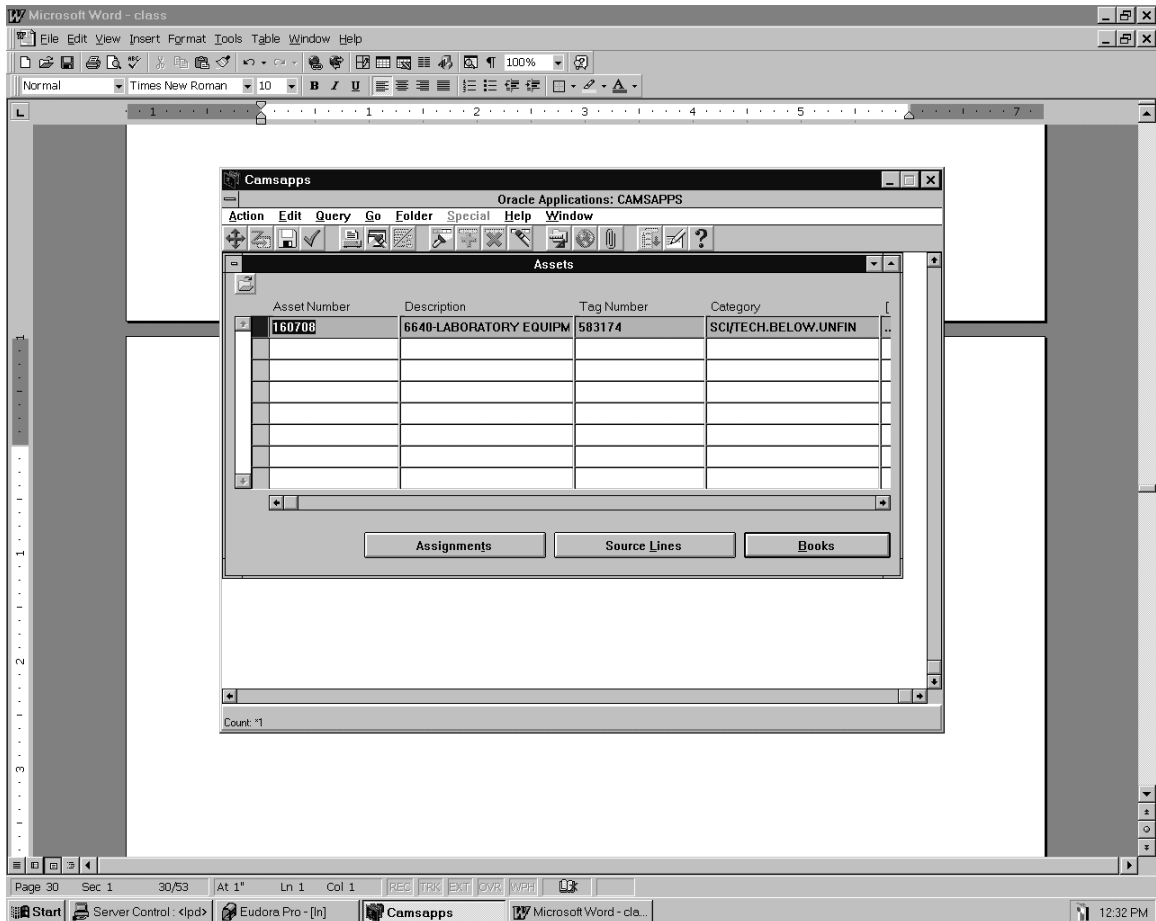
Hit the *Assignments, Source Lines* or *Books* button to further query information.   These screens have already been described.

A user can also query by selecting *Transaction History.* The *Find Transactions* window appears. Define the parameters of the query desired. The disadvantage of this screen is that it uses asset number and not tag number to query.

```
Oracle Applications: CAMSAPPS
Action   Edit   Query   Go   Folder   Special   Help   Window

┌─────────────────────────── Transaction History ──────────────────────────┐
│                                                       ─ Periods ─          │
│    Transaction Type      Asset Number - Description    Effective   Entered  [ ] │
│  ┌───────────────────── Find Transactions ─────────────────────┐          │
│  │                                                              │          │
│  │                Book   NIST PROPERTY                          │          │
│  │      Reference Number                                        │          │
│  │        Asset Numbers  11678              -  11678            │          │
│  │              Periods                     -                   │          │
│  │      Transaction Type                                        │          │
│  │            Category                                          │          │
│  │                                                              │          │
│  │                               ┌───────┐   ┌───────┐          │          │
│  │                               │ Clear │   │ Find  │          │          │
│  │                               └───────┘   └───────┘          │          │
│  └──────────────────────────────────────────────────────────────┘          │
│    Reference Number                    □ Amortized Adjustment               │
│         Comments                                                            │
│                                                      ┌──────────┐           │
│                                                      │ Details  │           │
│                                                      └──────────┘           │
└────────────────────────────────────────────────────────────────────────────┘

Count: *0                    <List>
```

The *Transaction History* screen appears as a result of the query. Hit the *Details* button to view cost detail on a selected transaction.

```
 ───                     Oracle Applications: CAMSAPPS                          ───
Action    Edit   Query   Go   Folder   Special   Help   Window
```

Transaction Type	Asset Number - Description	Periods Effective	Entered	[ ]
ADDITION	11678 - 7042-MICROCOMPUTER	PP10-96	PP08-98	
TRANSFER IN	11678 - 7042-MICROCOMPUTER	PP10-96	PP08-98	

Book **NIST PROPERTY**

Reference Number **23355**   ☐ Amortized Adjustment

Comments

Details

Count: *2

41

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CUSTODIAN UPDATE SCREEN

Performing Queries

Select *Custodian Update* from the menu by clicking on it once to highlight the selection. Next click on the *Open* button in the bottom right of the window.

NOTE: **From the *Custodian Update* Screen the custodian only has access to NIST numbers that are assigned to their area of responsibility. All NIST numbers can be queried from the *Inquiry* screens *Financial Information* and *Transaction History*.**

The *Find Assets* window opens. From this window, the custodian can query by *Asset Number, Tag Number, Manufacturer, Serial Number* or *Model Number*. To perform a query hit F7; tab to the field query information is to be entered in. Enter the query information and hit F8 to perform the query.
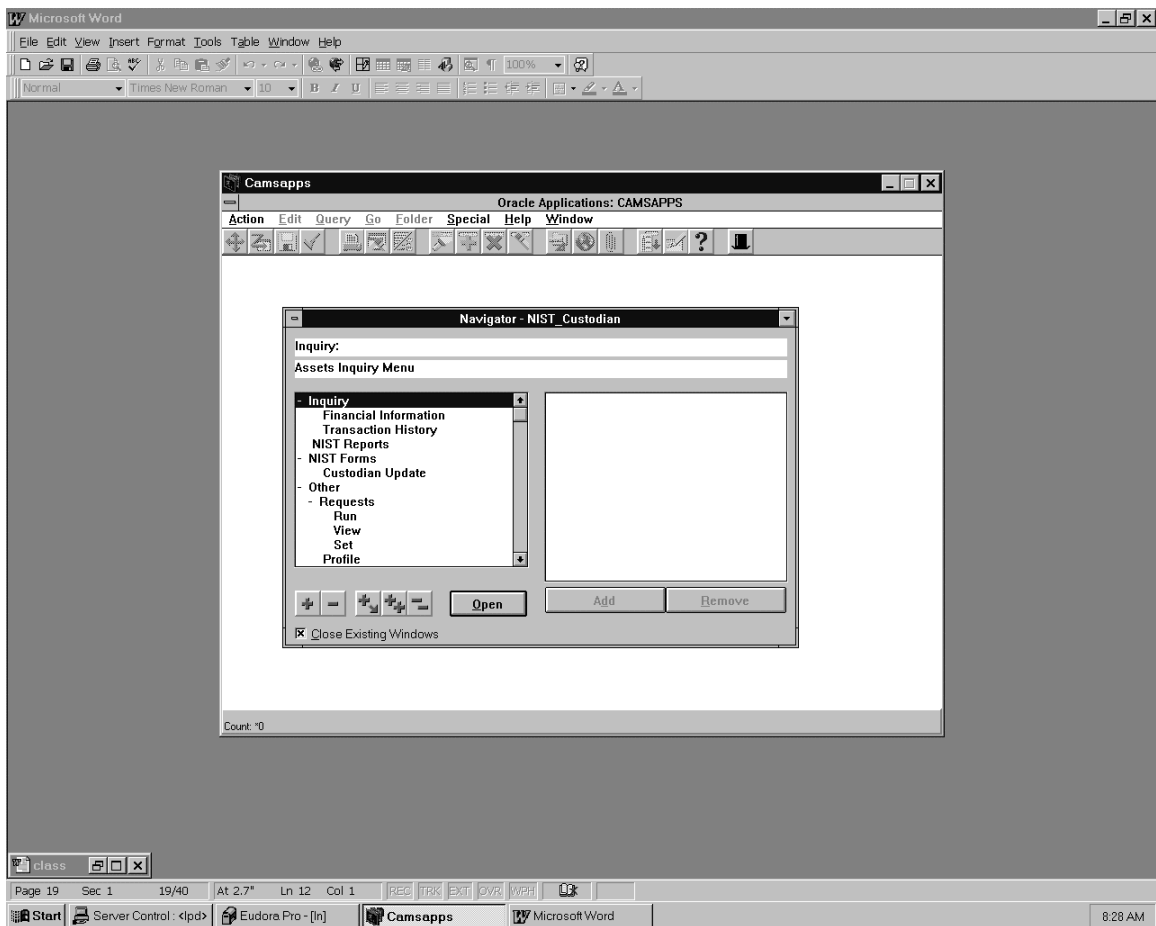
For example, to perform a search by serial number

- hit F7
- tab to the *Serial Number* field
- enter the serial number to be queried on

- hit F8 to perform the query.
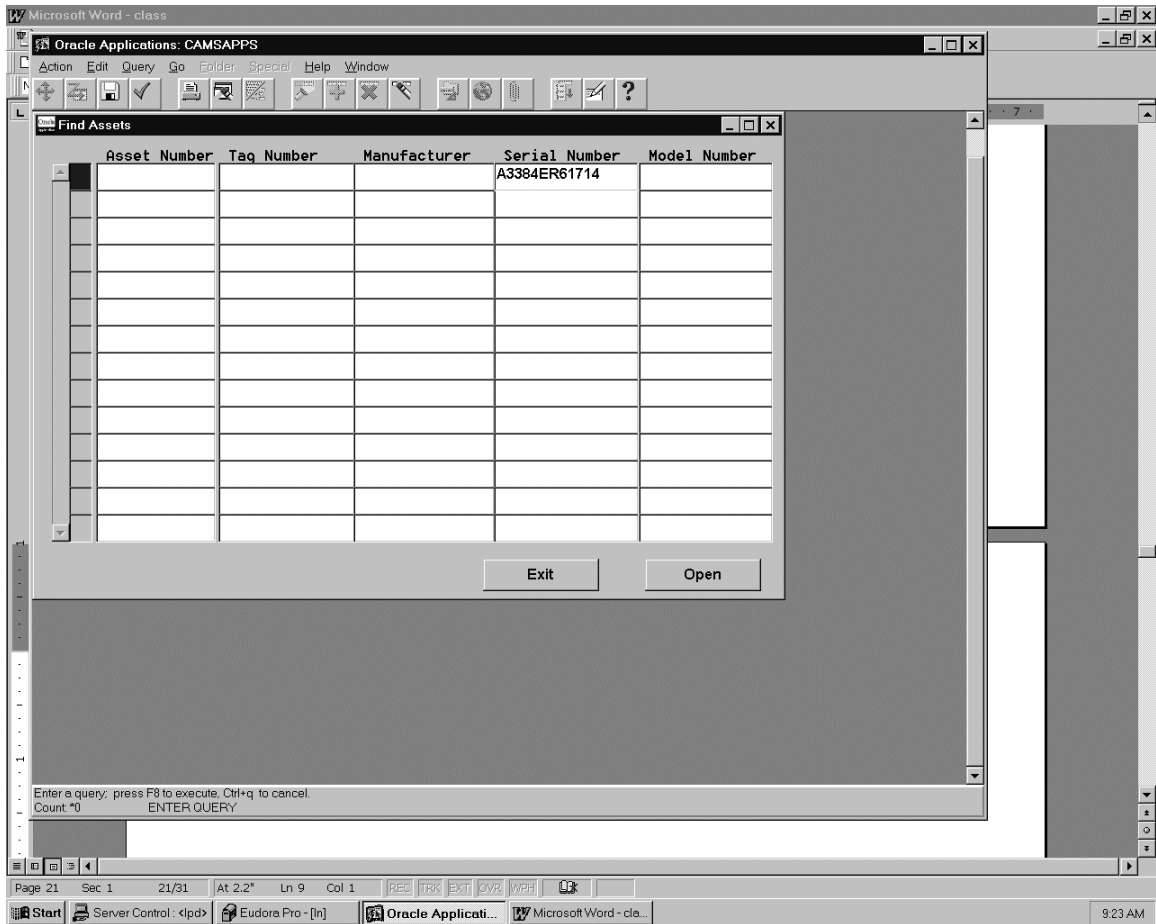
All occurrences of the serial number queried will be selected. In the example one occurrence was found and selected.

Performing queries with partial information

The % is used as a "wildcard" and represents unknown information.

When entering the information to be queried on (after the F7 button is hit) and only partial information is known the wildcard is used.

For example, to query on a tag number when only three digits are known, 056;

> * If the known three digits are the first three digits of the tag number, type 056% in the *tag number* field and all occurrences of tag numbers that start with 056 will be selected;
>
> * If the known three digits are the last three digits of the tag number, type %056 in the *tag number* field and all occurrences of tag numbers that end with 056 will be selected;
>
> * If it is unknown where the three digits are located within the tag number, type %056% in the *tag number* field and all occurrences of tag numbers with the sequence of numbers 056 anywhere in the tag number will be selected – see example below.

Opening a record and changing information

To open a record either use the arrow key to highlight the record to be selected and click on the *Open* button in the lower right hand corner of the screen or click in the small box next to the first field in the record to be selected.

The *Asset Details* Screen appears.

The fields outlined with a solid black line are fields that can be updated. Notice the first five fields (*Asset Number, Description, Tag Number, Current Units* and *Book*) are not outlined and can not be updated.

The cursor is in the *Serial Number* field. If this field is to be updated type in the new information. Tab to the *Manufacturer* field. Again, if this field is to be updated type in the new information and tab to the *Organization* field.

Organization consists of eight segments. Each segment is defined below:

Bureau	OU	Center	Division	Group	Unspecified	Unspecified	Unspecified
57 (NIST)	82	00	0825	00	00 (Not Used)	00 (Not Used)	00 (Not Used)

The custodian can change only the **GROUP**. The group must be coded as valid in *Oracle*. If not, the custodian will not be able to update the record. If a valid group is not coded in *Oracle* please call the hot line number listed on the welcome page.

To update the group in the *Organization* field, click on the list of values icon on the toolbar at the top of the screen. The icon is the third from the right After the icon is clicked on the list of values appears. Notice the combinations listed are the only valid combinations for this division. Click on your selection to highlight it and then click on the *Ok* button in the middle bottom of the box. The group information has now been updated.

Tab to the *Model Number* field and update it if necessary.

The next field on the screen to be updated is the *location* field. Notice the location consists of three segments. Click on the list of values icon. The Location Flexfield window opens to allow the user to update the segments that need to be changed. To update *Site* click on the list of values (the middle icon) in the upper left-hand corner of the **Location Flexfield window**.
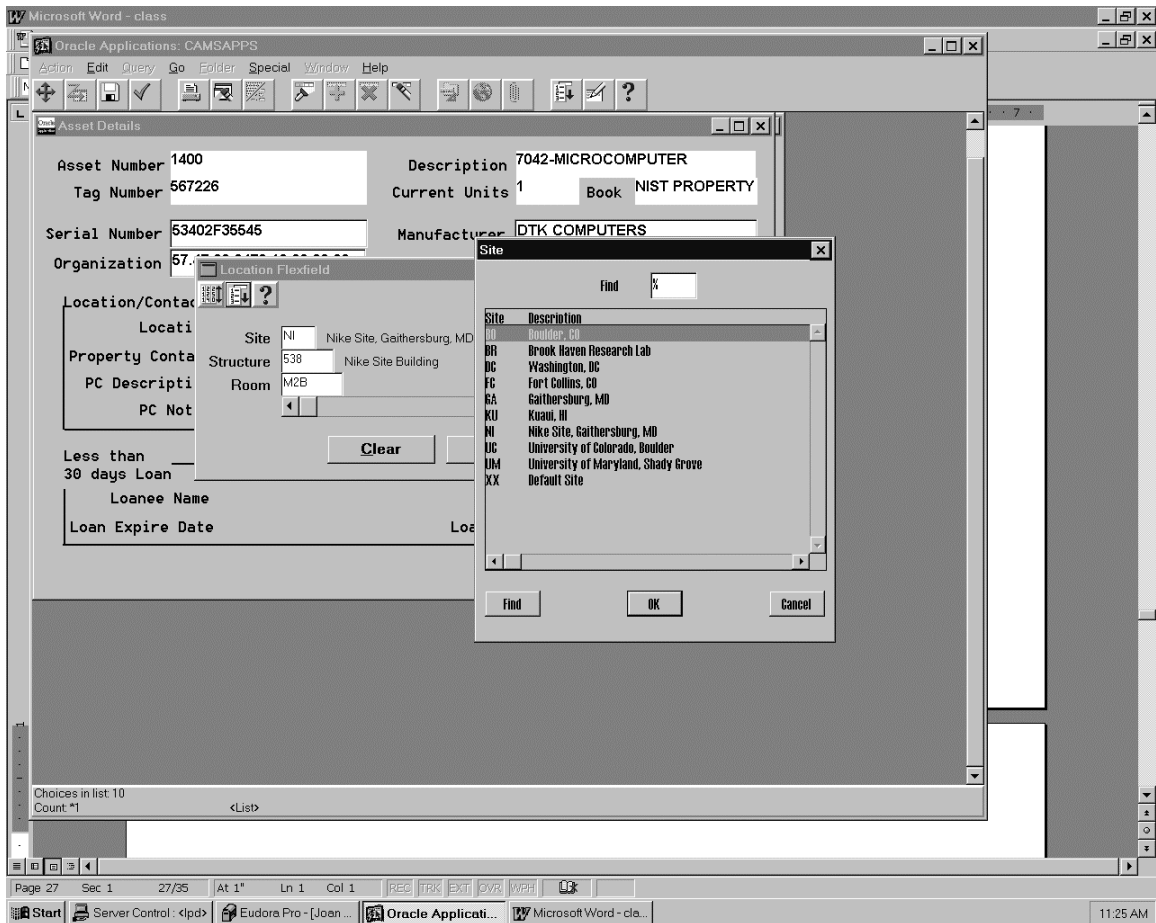
A list of the valid sites appears. To select site, the user should highlight the site on the list of values and click the *Ok* button in the bottom middle of the screen. The site has been updated.

Use the same process to update Structure (Building) and Room**. ONLY VALID LOCATION COMBINATIONS CAN BE ENTERED** – if the room number is not an official one that has been assigned by plant, it will not be accepted as a valid location. The official room number must be used. If an official room number is not accepted as a valid location please call the hot line number listed on the welcome page.

When the location update is completed, click on the *Ok* button in the lower right hand corner of the box. If *Oracle* does not close the box, but highlights any of the three segments, an invalid combination has been entered and must be corrected before the system will accept the new information.

The next field to be updated is the *Property Contact* field. The property contact is the employee who is using the equipment. The user can update this field in one of two ways:

      - Type enough of the contact name (Last, First) for *Oracle* to limit selections to a manageable number and then select the correct name from the list of values that appears. (If the data entry is unique, when you select tab the field will data fill to complete the information). If the user were to type S – tab the list of values would contain all names that begin with S. If the user were to type Sum, the list has been reduced to only those names that begin with Sum.

      -     Click on the list of values icon
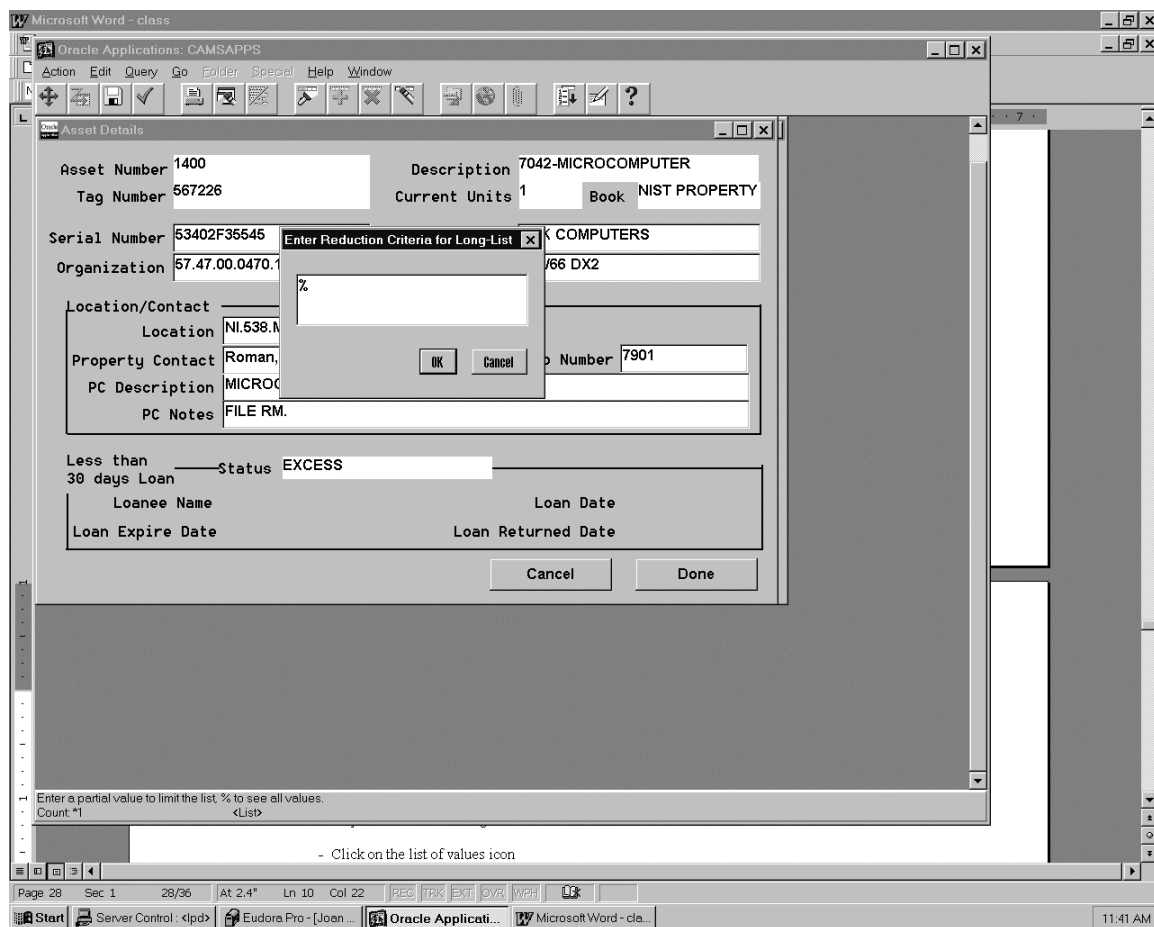
Type a % and click on the *Ok* button to retrieve a list of all employees or enter information to reduce the list (i.e. Smith).
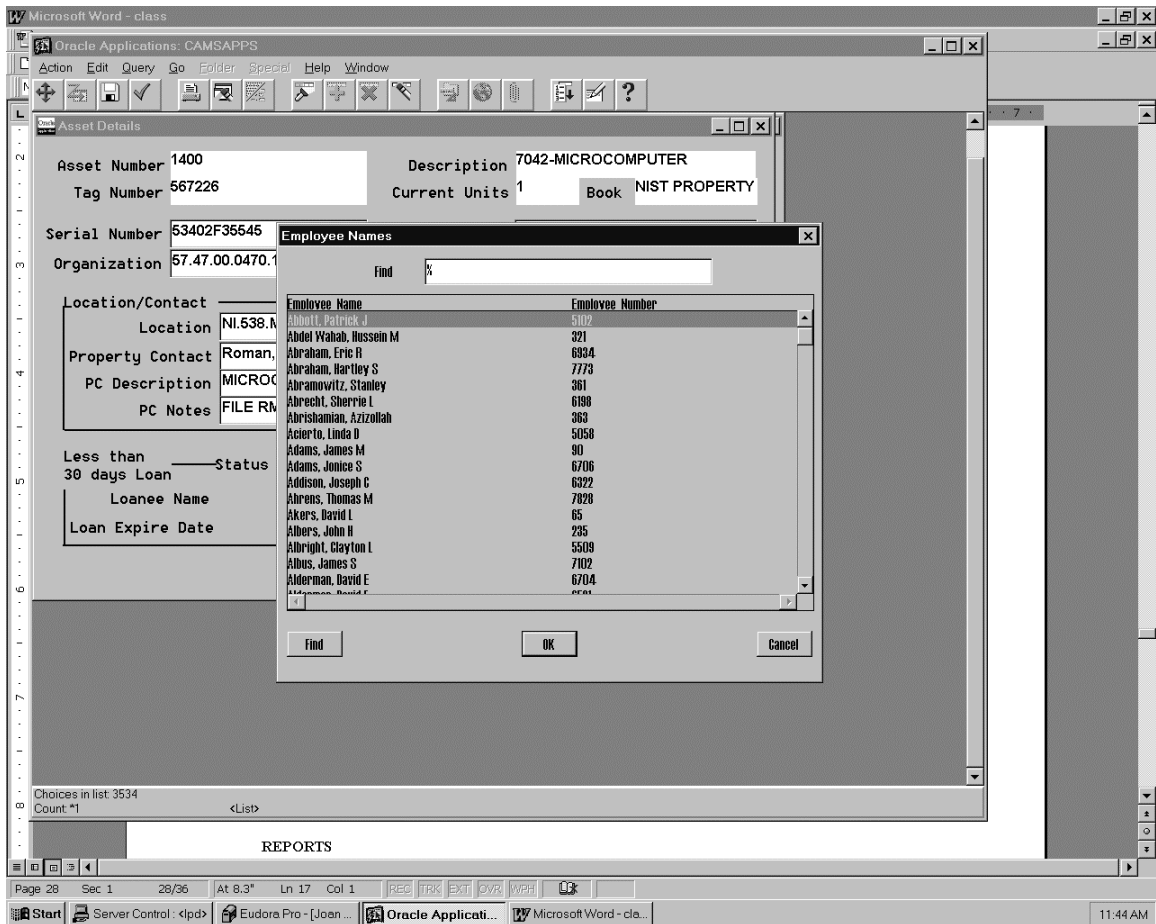
Enter the name or partial name of the contact and click on the *Find* button in the lower left-hand corner of the window. Highlight your selection and click on the *Ok* button. The contact has been changed.

The next two fields that can be updated are the *PC Description* and *PC Notes*. These are free form fields for the custodian's use. The user may enter any meaningful information.

Finally, this screen allows the custodian to maintain a record of less than 30-day loans if so desired. Recording these loans is not mandatory, and information on less than 30-day loans will not be serviced by the Personal Property Office.

Loans for 30 days and greater must be approved by the Personal Property Office and will be recorded in the database by the Personal Property Office.

Notice the *Status* field in the *Less than 30 days Loan* box. The current status of this asset is *In Service to Owner Organization*. The status field can not be updated. However, the user will notice after loan information is entered the status will change.

The user should enter who the equipment is loaned to in the *Loanee Name* field, the date of the loan (DD-MMM-YYYY) in the *Loan Date* field and the date the equipment should be returned in the *Loan Expire Date* field. Click on the *Done* button in the lower right hand corner of the window.

Open this record again and notice the *Status* has changed to *Loan LT 30 Days*.
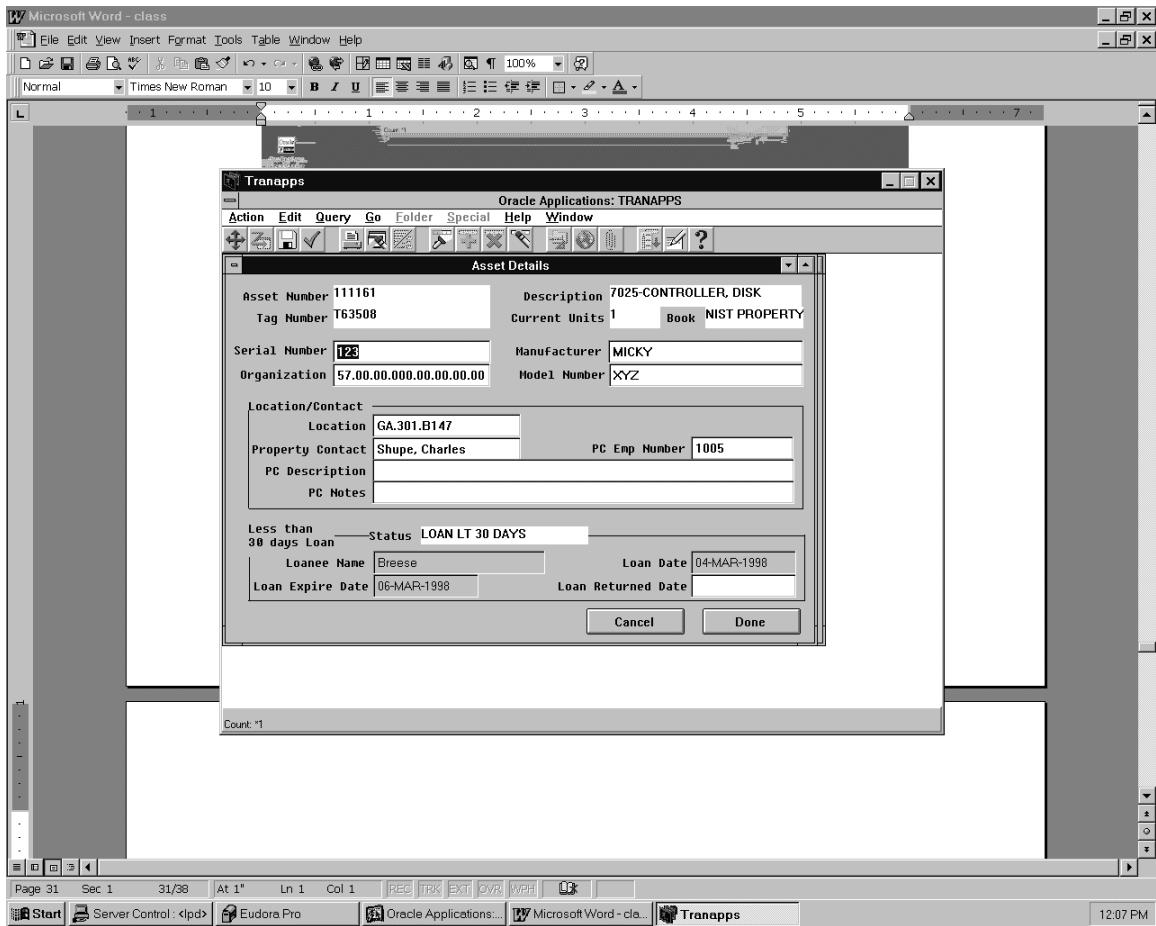
When the equipment has been returned, open this record and record the date of return in the *Loan Returned Date* field. Click on the *Done* button in the lower right hand corner of the screen. Query the record again and notice that the status has changed back to *In Service to Owner Organization.*

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REPORTS

A.   Select *Open* from the main menu, *NIST Menu* and then select *NIST Reports*. Click on the *Open* button.
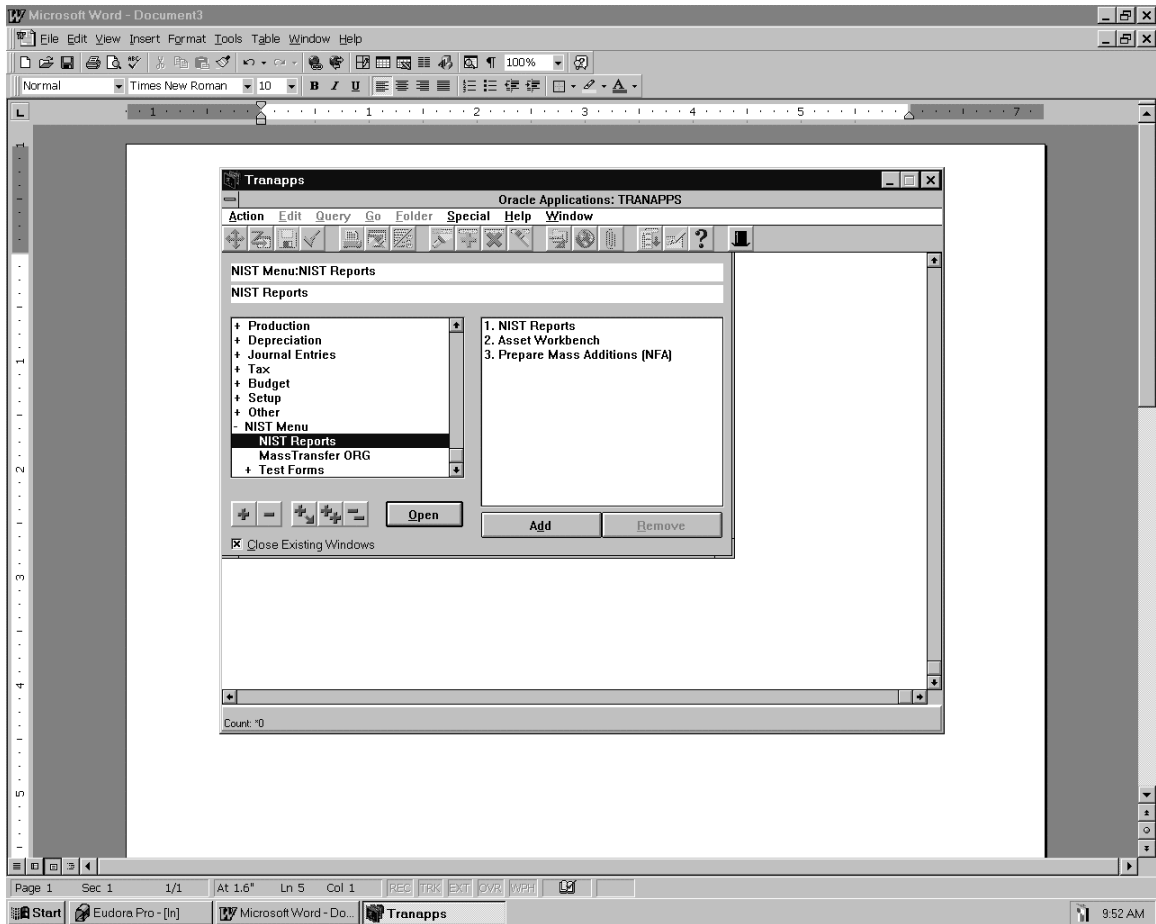
B. Tab to or click in the *Name* Field. This value entered in this field will be the name of the report to be run. The reports that can be selected from are listed in the *List of Values*. Click on the *List of Values* icon on the tool bar.
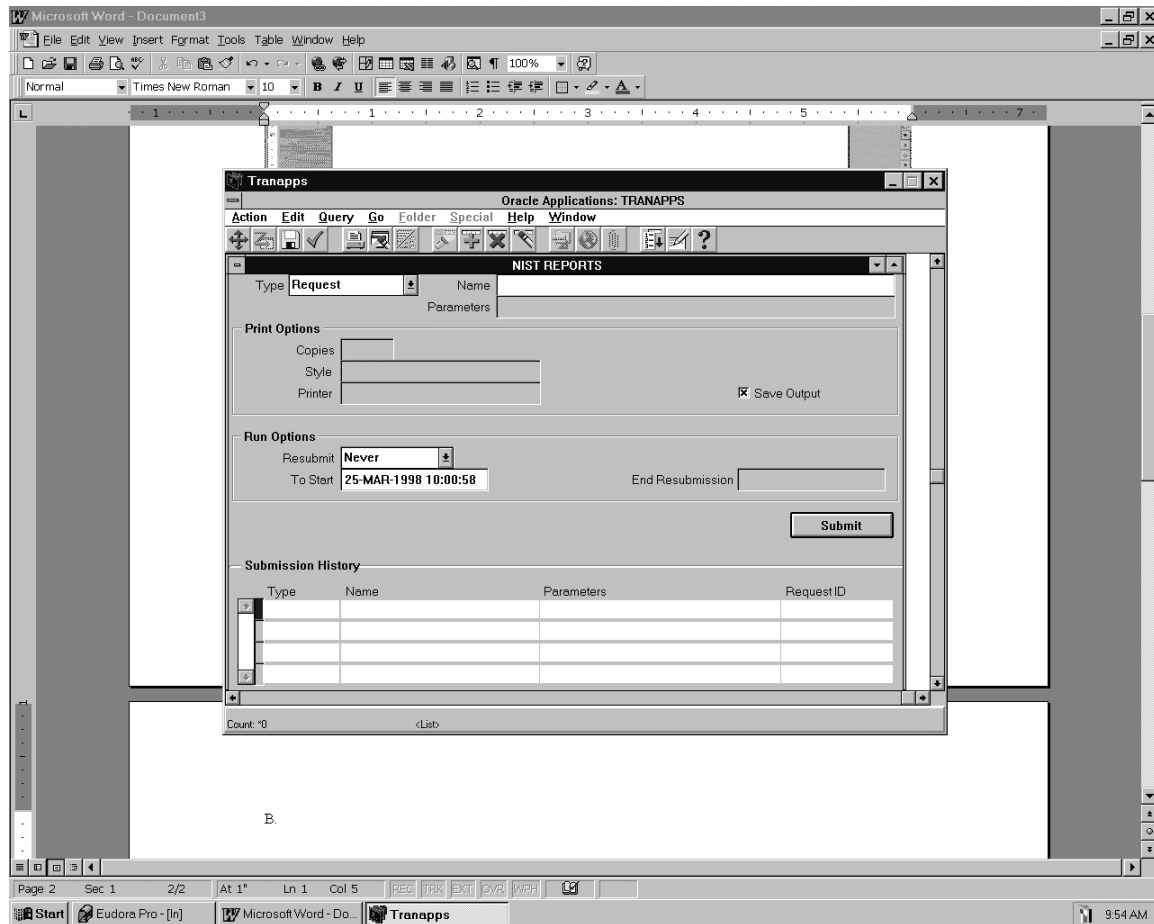
C. Tab to the Print Options Box *Copies* field. Input the number of hard copies required. Tab to the *Submit* button and click on it to begin running the report.

D. To view the status of a report select *Help* and then *View my Request*.   Hit the F-8 button to refresh the information on the screen. An overview of viewing the status of processing reports and an explanation of the various status codes assigned to a report while it is processing is contained in the **Operating Features** section of this manual.

E. The report can be viewed on-line by clicking on the *Report* button in the bottom - middle of the *Requests* screen.

REPORTS

Report Name:	**Amortization Details per Pay Period**	Frequency:	On demand
Purpose:	Lists the pay period charge for assets in the Finance Book. AOs will use this report to tie back to the Accounting Predetermined Overhead Report		
Primary User:	Administrative Officers and Senior Management Advisors		
Associated Reports:	None		

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes including Report Disclaimers
Book [R] OU [R] Division [B] Pay Period [R] Site [B] ----------------------------- Sort By	NIST Finance "All" or Valid OU Blank or valid Div. Valid pay period Blank or valid Site Owner Organization PO Number Tag Number	PO Number	Selects **Division** from the first 3 digits of the project segment of the expense account (depreciation cost center). Selects all assets where transactions occurred based on the parameters entered. **Exclusions:** Open pay period Provides Division and Report Totals based on the parameters entered.	*Indicates assets where the first 3 digits of the project segment of the expense account do not match the division segment of the Asset Key. This happens when a division other than the owner organization is paying the finance charges.

```
                                        Property Management System

 DEPT OF COMMERCE                            Amortization Details per Pay Period
JUN-1999 13:45

 Book:NIST FINANCE                               Pay Period: pp04-99
of      3

 OU: 03      Div: 0357
NUMBER

 Site:



 Division 357

 Cost Center   3570950

                         Owner                    Balance Due  Date Placed              PP
Depreciation

 PO No       Tag No    Org           Cost             (NBV)  In Service  Life       Charge
Reserve

 ----------- -------   -------  --------------  ---------------  ----------  ----  -------------  -
-----------

 005143      571255    0357.06       13,613.60        9,132.34  30-NOV-1995  10         52.22
4481.26
```

115000	551115	0357.06	7,258.00	1,817.17	16-SEP-1991	10	27.84
5440.83							
209762	553787	0357.06	6,750.00	846.00	19-MAR-1992	8	32.37
5904							
412751	562622	0357.00	3,607.00	217.23	13-JUN-1995	4	34.59
3389.77							
417961	563367	0357.05	5,045.00	391.30	04-AUG-1994	5	38.70
4653.7							

| Total | 95 | | 300,267.38 | 133,698.23 | | | 2,617.80 |
| 166,569.15 | | | | | | | |

| Div Total | 95 | | 300,267.38 | 133,698.23 | | | 2,617.80 |
| 166,569.15 | | | | | | | |

| Report Total | 95 | | 300,267.38 | 133,698.23 | | | 2,617.80 |
| 166,569.15 | | | | | | | |

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Report Name:	**Changes in Equipment**		Frequency: On demand	
Purpose:	Lists transactions and finance changes for a specific pay period.			
Primary User:	Administrative Officers and others responsible for budget planning.			
Associated Reports:				

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Pay Period [R]	NIST Property TA Property "All" or Valid OU Blank or valid Div. Valid pay period	(1)Division (2)Tag Number	Selects **Division** from the Asset Key (Owner Organization). Selects all transaction types (addition, addition/void, adjustments, retirements, etc.) for a specific pay period. **Exclusions:** Open Period, CIP, Retirements where Retirement Type = "Administrative", and Nonaccountable Excess.	*At the summa change previou the pay items f the fin In the column (1) Pri Report entered parame Pay Pe entered to give routine additio genera deprec Colum a value "Book change that the Cost"

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
				values

Points to consider when reconciling the Net Change on this report:

Note: Transactions do not add up to Net Change

1. Transactions are listed by the Owner Organization and the Finance Charges are listed by the Organization pa charges.
2. Items that were fully amortized (NBV = 0) the prior pay period.
3. Items that were expensed the prior pay period.
4. Items that were added the prior pay period could have catch up charges but the finance charges the following different (actual pay period charges).
5. Items in the pay period may become fully amortized but not owe a full pay period of finance charges.
6. Cost adjustment differences between the two pay periods.
7. New additions in the pay period of the report (dependent upon whether or not there is a prior prorate date.
8. New additions in the prior pay period but finance charges start the following pay period.
9. Retirements in the previous pay period.
10. A retirement transaction may occur in the Property Book, but the finance charges may not be paid off in the
11. Administrative retirements.
12. Any changes in the "Books" screen (changes in Service Date, Useful Life) could affect net change.

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Property Management System

Division 0831

NON WCF TRANSACTION

                                                         Finance Charge

Tag No PO NO Descr   Funding SRV Date   pp07-99   pp08-99   pp09-99 Transaction   Old Co
------ ------ ---------- ------- --------------------- ----------- ---------- ------------------- --------------

521070   6130-POWER UNFIN   09-APR-1999   N/A   N/A   N/A RECLASS

                                                                              TRANSFER -Custodian

                                                                              TRANSFER -Custodian

539575 8A1365 7025-MONIT UNFIN   23-SEP-1988   N/A   N/A   N/A TRANSFER -Custodian

562267 49E410 7025-MONIT OA   13-SEP-1995   N/A   N/A   N/A TRANSFER -Custodian

576797 87M559 7025-DISK UNFIN   27-JUL-1998   N/A   N/A   N/A ADDITION

                                                                              TRANSFER IN

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```
576815 97M163 7025-CD-RO UNFIN   21-FEB-1999        N/A        N/A       N/A ADDITION
                                                                             TRANSFER IN


589459 93N243 7042-MICRO OA      21-MAR-1999        N/A        N/A       N/A ADDITION
                                                                             TRANSFER IN



WCF TRANSACTION

                                              Finance Charge

Tag No PO NO  Descr      Funding SRV Date       pp07-99     pp08-99    pp09-99 Transaction              Old Co
------ ------ ---------- ------- ---------------------- ----------- ---------- ------------------ --------------


566117 509627 7025-MONIT WCF     25-JAN-1995       3.99        3.99       0.00 FULL RETIREMENT           520.



Finance charges paid by OU 83 and Div 0831



                              Net Change:          -798.32

                    Charges previous pay period:      21,993.09
                        Charges this pay period:      21,194.77



                                    65
```

Report Name:	**Division Invested Equipment Extract File**		Frequency:	On demand	
Purpose:	Lists invested equipment having a net book value greater than $0.00 (loan outstanding).				
Primary User:	Divisions				
Associated Reports:	Projected Amortization Detail Report, Projected Amortization Summary Report, Division Listing – Invested				

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Site [B]	NIST Finance "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or valid Site	(1)Division (2)Group (3)Tag Number	Selects **Division** from the Asset Key. Selects all assets in the asset workbench purchased through the Working Capital Fund where the Net Book Value is greater than $0.00 (loan outstanding).	

Report Name:	**Division Listing – Certification**		Frequency:	On demand
Purpose:	Lists assets assigned to an organization. This report includes a certification line for employees to certify equ			
Primary User:	Property Custodians, OU management			
Associated Reports:	Division Listing – Property, Division Property Extract File			

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Site [B] Building [B] Property Contact [B] Property Custodian [B] ----------------------------- Sort By	NIST Property TA Property "All" or Valid OU Blank or Valid Div. Blank or Valid Group Blank or valid Site Blank or valid Building Blank or Property Contact Blank or Property Custodian Location Property Contact Tag Number	(1) Division (2) Property Contact	Selects **Division** from the Asset Key. Select all assets in the asset workbench that do not have the Property Availability Status = 'Excess', have not been Retired and are not 'CIP'.	

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DEPT OF COMMERCE   Division Listing - Certification   Report Date:

Book: NIST PROPERTY   Page:

OU: ALL   Div: 0320   Group: Sorted By TAG

Site:

Property Contact:

Property Custodian:

Div.Group: 0320.00

                                                                                                   C

Property Contact   Description   I

Property Custodian   Tag No.   PC Description   I

Location   Asset No. PC Notes   Manufacturer   Model   I

---------------------- --------- ---------------------------------- -------------------- ----------------- -

                         500961   7042-PERSONAL COMPUTER   IBM   5150

Graham, Adrienne D   19013   MICROCOMPUTER

GA.301.B145   DAVE WISE

Hyde, Barbara Ann   524033   7430-TYPEWRITER, ELECTRIC   IBM   835

```
Graham, Adrienne D      47056

GA.417.109                      B. HYDE
----------------------------------------------------------------------------------------------------
Shugars, Cynthia J      539015   7025-PRINTER, ADP              HEWLETT PACKARD    2276A
Graham, Adrienne D      50159    PRINTER
GA.101.A0721                     CINDY SHUGARS
----------------------------------------------------------------------------------------------------
                        543462   7435-TYPEWRITER, AUTOMATIC     IBM                6747/005
Graham, Adrienne D      47058    TYPEWRITER
GA.101.A1105                     MARY MATE
----------------------------------------------------------------------------------------------------
                        543796   4110-REFRIGERATOR              HOTPOINT           SSD5CKB
Graham, Adrienne D      47059    REFRIGERATOR
GA.101.A1105                     MARY MATE
----------------------------------------------------------------------------------------------------
                        545959   7025-PRINTER, LASER            HEWLETT PACKARD    33481A
Graham, Adrienne D      47064    PRINTER
GA.301.B190                      DAVE WISE
----------------------------------------------------------------------------------------------------
Shugars, Cynthia J      546984   7025-MONITOR, ADP              NEC                JC-1404HMA
Graham, Adrienne D      20091    MONITOR
GA.101.A0721                     CINDY SHUGARS
----------------------------------------------------------------------------------------------------
```

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```
                          549913    7420-CALCULATOR                        SHARP              VX-1652

        Graham, Adrienne D    47066     CALCULATOR

        GA.101.A1105                    MARY MATE
```

Report Name:	**Division Listing – Invested Equipment**		Frequency:	On demand
Purpose:	A list of invested equipment (purchased through the Working Capital Fund).			
Primary User:	Divisions			
Associated Reports:	Projected Amortization Detail Report, Projected Amortization Summary Report, Division Invested Equipme

Parameters **[R] valid value required** **[B] blank – all values will be selected**	**Parameter Valid Values**	**Default Sort**	**Selection Criteria including Exclusions**	**Notes Discla**
Book [R] OU [R] Division [B] Group [B] Site [B]	NIST Finance "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or valid Site	(1)Division (2)Group (3)Tag Number	Selects **Division** from the Asset Key (**Owner Organization**). Selects all assets in the asset workbench purchased through the Working Capital Fund. This report is broken into 2 parts: (1) Items fully amortized (NBV = 0), and (2) items not fully amortized (finance charges owed).	This re that a amorti Owner from t querie

DEPT OF COMMERCE   Division Listing - Invested Equipment   Report Date:

Book: NIST FINANCE   Page:

OU: 01   Div: 0100   Group: Sorted By DIV

Site:

Amortized Assets:

Div.Group 0100.00

*** Not Fully Amortized Items ***

Tag No	PO No	Service Date	Life	Current Cost	Accum Deprn	Net Book Value	Cost Ctr	PP Charge
563838	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563839	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563840	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563841	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563843	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563844	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30

563846	419063	12-SEP-1994	5	430.00	412.50	17.50	1001950	3.30
563850	419063	12-SEP-1994	5	2,507.00	2,408.45	98.55	1001950	19.23
563851	419063	12-SEP-1994	5	2,507.00	2,408.45	98.55	1001950	19.23
563853	419063	12-SEP-1994	5	2,507.00	2,408.45	98.55	1001950	19.23
563855	419063	12-SEP-1994	5	2,507.00	2,408.45	98.55	1001950	19.23
563856	419063	12-SEP-1994	5	2,507.00	2,408.45	98.55	1001950	19.23
564387	422991	28-NOV-1994	7	7,172.00	4,724.90	2,447.10	1001950	39.30
564802	414604	13-JAN-1995	8	7,844.00	4,371.26	3,472.74	1001950	37.61
564803	414604	13-JAN-1995	8	4,450.00	2,479.69	1,970.31	1001950	21.34
565702	414604	13-JAN-1995	8	7,844.00	4,371.26	3,472.74	1001950	37.61
565703	414604	13-JAN-1995	8	4,450.00	2,479.69	1,970.31	1001950	21.34
567683	514943	04-MAR-1996	4	5,394.00	4,507.49	886.51	1001950	51.72
568993	514388	12-JUL-1995	4	4,868.64	4,817.71	50.93	1003951	46.69
571837	560161	23-JUL-1996	3	67,607.68	66,588.74	1,018.94	3530979	864.39
572545	610250	10-JUN-1996	5	2,762.00	1,697.64	1,064.36	1001955	21.19
572547	610250	10-JUN-1996	5	2,762.00	1,697.64	1,064.36	1001955	21.19
572548	610250	10-JUN-1996	5	2,762.00	1,697.64	1,064.36	1001955	21.19
572549	610250	10-JUN-1996	5	759.00	466.09	292.91	1001955	5.82
572550	610250	10-JUN-1996	5	759.00	466.09	292.91	1001955	5.82
576522	707811	31-DEC-1996	5	2,748.93	1,372.54	1,376.39	1001950	21.09
576523	707811	31-DEC-1996	5	2,748.93	1,372.54	1,376.39	1001950	21.09
576524	707811	31-DEC-1996	5	2,748.93	1,372.54	1,376.39	1001950	21.09
576525	707811	31-DEC-1996	5	2,748.93	1,372.54	1,376.39	1001950	21.09

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```
576526   707811    31-DEC-1996    5         759.00         378.64         380.36  1001950         5.82

576527   707811    31-DEC-1996    5         759.00         378.64         380.36  1001950         5.82

576528   707811    31-DEC-1996    5         759.00         378.64         380.36  1003950         5.82

576529   707811    31-DEC-1996    5         759.00         378.64         380.36  1001950         5.82

576531   708890    31-DEC-1996    5         640.00         319.49         320.51  1001950         4.91
```

Report Name:	**Division Listing – Property**		Frequency:	On demand	
Purpose:	Lists all assets assigned to an organization.				
Primary User:	Personal Property Office and Divisions				
Associated Reports:	Division Listing – Certification; Division Listing – Property by Tag Number				

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Site [B] Building [B] Room [B] Category [B] Property Contact [B] Property Custodian [B] ----------------------- Sort By	NIST Property TA Property "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or valid Site Blank or valid Building Blank or valid Room Blank or valid Category Blank or valid Property Contact Blank or valid Property Custodian Asset Category Location Property Contact Property Custodian Tag Number	(1)Division (2)Group (3)Tag Number	Selects **Division** from the Asset Key. Selects all assets in the asset workbench that do not have a Property Availability Status = "Excess", have not been retired and are not 'CIP'.	Produc Divisio parame This re numbe within numbe the rep Proper

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DEPT OF COMMERCE   Division Listing - Property   Report Date:

Book: NIST PROPERTY   (Excludes excessed items)   Page:

OU: ALL   Div: Group: Sorted By

Site: NI   Bldg: Room:

Category: Prop Contact:

Prop Custodian:

Div.Group 0357.06

Tag No	Description	Current Cost	Prop. Avail Status	Propert
Asset No	Property Cust. Description	Location	Property Category	Propert
Placed Srv Dt	Model, Manufacturer	Serial No	Inventory Date	Propert
------	------	------	------	------
506496	3930-FORK-LIFT	5,114.00	IN SERVICE TO OWNER ORG	SYKES,
19622	FORK-LIFT	NI.538.BCKW	VEHICLES.BELOW.UNFIN	Whitwor
28-APR-1992	KGP51AT40U YALE AND TOWN	542724	11-FEB-1999	Wilder,

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520420	3610-COPIER, OFFICE		1,920.84	IN SERVICE TO OWNER ORG	EDWARD
20532	COPIER		NI.508.BCKW	OFFICE.BELOW.UNFIN	Whitwo
09-SEP-1988	1803ZMR	KONICA BUSINESS	9865396	11-FEB-1999	Wilder,

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553787	3930-WAREHOUSE TRUCKS AND TRAC		13,500.00	IN SERVICE TO OWNER ORG	MARK CH
528	FORK TRUCK		NI.508.BCKW	VEHICLES.ABOVE.WCF	Whitwo
19-MAR-1992	20RA30TT	RAYMOND	25459	11-FEB-1999	Wilder,

562676	3930-FORK-LIFT		14,250.00	IN SERVICE TO OWNER ORG	K. SYKE
19729	FORKLIFT		NI.508.BCKW	EQPOTHER.BELOW.UNFIN	Whitwo
21-AUG-1996	30SP36TLS	CROWN	H83791	11-FEB-1999	Wilder,

562677	3930-FORK-LIFT		14,250.00	IN SERVICE TO OWNER ORG	K. SYKE
19730	FORKLIFT		NI.538.BCKW	EQPOTHER.BELOW.UNFIN	Whitwo
21-AUG-1996	30SP36TLS	CROWN	H83792	11-FEB-1999	Wilder,

563369	7025-PRINTER, LASER		1,397.00	IN SERVICE TO OWNER ORG	BERCAW
49248	PRINTER, LASER		NI.508.BCKW	ADP.BELOW.UNFIN	Whitwo
06-JAN-1997	C2037A	HEWLETT PACKARD	JPFJ001932	11-FEB-1999	Wilder,

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564385	5815-FACSIMILE MACHINE		2,130.00	IN SERVICE TO OWNER ORG	
46673	FAX MACHINE		NI.508.BCKW	OFFICE.BELOW.UNFIN	Addison
25-APR-1998	F-90	MURATA	MB00422542	11-FEB-1999	Wilder,

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570499          7042-MICROCOMPUTER                      2,560.25            IN SERVICE TO OWNER ORG   D. CURR

1270            MICROCOMPUTER                           NI.508.BCKW         ADP.ABOVE.WCF             Whitwor

20-OCT-1995     PANTERA            ZEOS INFORMATIO      10205947            11-FEB-1999               Wilder,

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581590          2310-PASSENGER MOTOR VEHICLES           15,000.00           IN SERVICE TO OWNER ORG
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Report Name:	**Division Listing – Property by Tag Number**			Frequency:	On dema
Purpose:	Lists all assets assigned to an organization. This report is sorted by tag number within a division.				
Primary User:	Personal Property Office and Divisions				
Associated Reports:	Division Listing – Certification				

Parameters **[R] valid value required** **[B] blank – all values will be selected**	**Parameter Valid Values**	**Default Sort**	**Selection Criteria including Exclusions**	**Notes Discla**
Book [R] OU [R] Division [B] Group [B] Site [B] Building [B] Room [B] Category [B] Property Custodian [B] Property Contact [B] ------------------------ Sort By	NIST Property TA Property "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or valid Site Blank or valid Building Blank or valid Room Blank or valid Category Blank or valid Property Contact Blank or valid Property Custodian Asset Category Location Property Contact Property Custodian Tag Number	(1)Division (2)Group (3)Tag Number	Selects **Division** from the Asset Key. Selects all assets in the asset workbench that do not have a Property Availability Status = "Excess", have not been retired and are not 'CIP'.	Produc Divisio parame

DEPT OF COMMERCE   Division Listing - Property By Tag Number   Report Date:

Book: NIST PROPERTY   (Excludes excessed items)   Page:

OU: 01   Div: Group: Sorted By:DIV

Site: Bldg: Room:

Category: Prop Custodian:

Prop Contact:

Division:0100

Tag No Group	Description	Current Cost	Prop. Avail Status	Propert
Asset No	Property Cust. Description	Location	Property Category	Propert
Pl Srv Dt	Model, Manufacturer	Serial No	Inventory Date	Propert
=============	=======================================	====================	========================	=======
526124 00	7110-CONFERENCE TABLE	3,298.00	IN SERVICE TO OWNER ORG	
18411		GA.101.A1038	EX_FURN.BELOW.UNFIN	
01-OCT-1986	BOAT SHAPE, LEHIGH FURNITURE CORP.	30 FEET LONG	26-AUG-1991	Selepak
----
538023 00	7025-PRINTER, LASER	1,781.00	LOAN GE 30 DAYS	ROHRBAU
46380	PRINTER	GA.XXXX.XXXXX	ADP.BELOW.UNFIN	Rohrbau
10-MAR-1988	33440A, HEWLETT PACKARD	2743J92050	13-SEP-1993	Selepak
----
538494 00	7450-TRANSCRIBING MACHINE	138.00	IN SERVICE TO OWNER ORG	WILLIAM

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46382           TRANS. MACHINE                        GA.101.A1126          OFFICE.BELOW.UNFIN        William

   06-MAY-1988  BM805TA, SONY                         B500492               26-AUG-1991              Selepak

----------------------------------------------------------------------------------------------------

539560  00    7430-TYPEWRITER, ELECTRONIC            682.23                IN SERVICE TO OWNER ORG   WALKER,

   46383        TYPEWRITER                            GA.101.A1134          OFFICE.BELOW.UNFIN        Walker,

   23-SEP-1988  6747/005, IBM                         6212014               13-SEP-1993              Selepak

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542374  00    7310-MICROWAVE OVEN                    129.97                IN SERVICE TO OWNER ORG   WILLIAM

   46388        OVEN, MICROWAVE                       GA.101.A1134          EQPOTHER.BELOW.UNFIN      William

   11-MAY-1989  ER431MU, GOLDSTAR                     80703516              26-AUG-1991              Selepak

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543104  00    7730-TELEVISION                        807.60                IN SERVICE TO OWNER ORG   WALKER,

   46389        TELEVISION                            GA.101.A1134          EQPOTHER.BELOW.UNFIN      Walker,

   16-JUN-1989  MS2700RDA, EMERSON                    122-8904411           26-AUG-1991              Selepak

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545060  00    7025-MONITOR, ADP                      423.00                LOAN GE 30 DAYS           ON LOAN

   46391        MONITOR                               GA.101.A0042          ADP.BELOW.UNFIN           Leight,

   19-JAN-1990  N/A, AST                              500523-001            26-AUG-1991              Selepak

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545879  00    6730-PROJECTOR, OVERHEAD               407.49                IN SERVICE TO OWNER ORG   O'NEAL,

   46393        OVERHEAD PROJECTOR                    DC.HCHB.7064          EQPOTHER.BELOW.UNFIN

   13-APR-1990  3732, 3M                              355613                26-AUG-1991              Selepak

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546018 00   7435-OFFICE INFORMATION SYSTEM   397.90   IN SERVICE TO OWNER ORG   PARKER,

Report Name:	**Division Property Extract File**			Frequency:	On dema
Purpose:	Enables the end user to download a text file into software of their choice (i.e., Excel, Access….)				
Primary User:	Divisions				
Associated Reports:	Division Listing – Property; Division Listing – Property by Tag Number				

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU[R] Division [B] Group [B] Site [B] Building [B] Room [B] Category [B] Property Contact [B] Property Custodian [B] Property Custodian Notes [B] ---------------------------------- Sort By (1) Sort By (2)	NIST Property TA Property "All" or valid OU Blank or valid Div. Blank or valid Group Blank or valid Site Blank or valid Building Blank or valid Room Blank or valid Category Blank or valid Property Contact Blank or valid Property Custodian Blank or specific note Asset Category Location Owner Organization Property Contact Property Custodian Property Custodian Notes Tag Number Asset Category Location Owner Organization Property Contact Property Custodian Property Custodian Notes Tag Number	Owner OU, Division, Group	Select **Division** from the Asset Key (Owner Organization). Selects all items based upon the parameters entered. **Exclusions:** Retired assets	Users a with a status from t User N 1. Se pa 2. Su 3. Cl "V 4. W "C "F 5. Cl "C ap fil 6. In yo co

Report Name:	**Equipment Assigned to Former Employees**			Frequency:	On demand
Purpose:	Identifies assets that have invalid Property Contacts or Property Custodians so these data fields can be corre
Primary User:	Personal Property Office, Divisions
Associated Reports:	None

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Former Employee [B]	Blank or employee name (Last name, First name)	(1)Employee (2)Asset Number (3)Tag Number	Compares the Property Contact and Property Custodian values of in-use assets in the asset workbench with the Termination Date of the Employee Table. If the Termination Date exists, the employee is no longer a NIST employee.	

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DEPT OF COMMERCE   Equipment Assigned to Former Employees   Report Date: 22-

Employee: Page:

                                                                                      Sorted By EMPLOYEF

Employee Name: Allen, Karen V

Asset No	Tag No	Description	Location
12552	574596	7042-MICROCOMPUTER	GA.233.B106
12553	574597	7025-MONITOR, ADP	GA.233.B106
12555	575020	7042-MICROCOMPUTER	GA.233.B102
12557	575887	7042-MICROCOMPUTER	GA.233.B108
12580	581519	7025-CD-ROM	GA.233.B102
24166	551757	7042-MICROCOMPUTER	GA.233.B113
24167	551758	7042-MICROCOMPUTER	GA.233.B106
24170	552048	7025-DISK DRIVE, HARD DISK	GA.233.B106
24171	552167	7042-MICROCOMPUTER	GA.233.B106
24183	553732	7025-DISK DRIVE, HARD DISK	GA.233.B106
24213	564908	7025-MONITOR, ADP	GA.233.B108
24214	575888	7042-MICROCOMPUTER	GA.233.B108

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24215	575890	7025-MONITOR, ADP	GA.233.B108
40512	556164	7025-MONITOR, ADP	GA.233.A101
40515	556956	7025-MONITOR, ADP	GA.233.B106
40517	556958	7042-MICROCOMPUTER	GA.233.B106
4071	563743	7025-DISK DRIVE, HARD DISK	GA.233.B108
4076	564909	7010-ADPE SYSTEM CONFIGURATION	GA.233.B108
4077	564910	7042-MICROCOMPUTER	GA.233.B108
4134	571666	7042-MICROCOMPUTER	GA.233.B106
4156	573487	7042-MICROCOMPUTER	GA.233.B106
4158	573489	7025-MONITOR, ADP	GA.233.B106
4159	573490	7025-MONITOR, ADP	GA.233.B106
4168	576242	7042-MICROCOMPUTER	GA.233.B106
4190	578744	7025-TAPE DRIVE, PERSONAL COMP	GA.233.B102
4195	578993	7025-MONITOR, ADP	GA.233.B106
4196	578994	7042-MICROCOMPUTER	GA.233.B106
4206	580379	7042-MICROCOMPUTER	GA.233.B106
4207	580380	7042-MICROCOMPUTER	GA.233.B106
4208	580381	7042-MICROCOMPUTER	GA.233.B116
4209	580502	7042-MICROCOMPUTER	GA.233.B106
4212	580792	7025-DISK DRIVE, ADP	GA.233.B106
4213	580793	7042-MICROCOMPUTER	GA.233.B106
4214	580794	7042-MICROCOMPUTER	GA.233.B106
4215	580795	7025-DISK DRIVE, ADP	GA.233.B106

4216	580984	7025-MONITOR, ADP	GA.233.B116
4218	580986	7025-MONITOR, ADP	GA.233.B106
4219	580987	7025-MONITOR, ADP	GA.233.B106

Report Name:	**Equipment Assigned to Former Organizations**	Frequency:	On demand
Purpose:	Identifies assets that are assigned to organizations that are no longer valid. This data field can then be correc		
Primary User:	Personal Property Office, Divisions		
Associated Reports:	None		

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] Site [B]	NIST Property NIST Finance TA Property Blank or valid Site		Compares the Asset Key against the Organization list of valid values.	

Property Management System

Div. 0220

Invalid Organization	Tag No	Asset No	Location	Property Contact	Property Cust
57.02.22.0220.00.00.00.00	520867	46750	GA.221.A341		Thomas Doyle,
57.02.22.0220.00.00.00.00	538561	46792	GA.221.A343	Thomas Doyle, Beth M	Thomas Doyle,
57.02.22.0220.00.00.00.00	538563	46795	NI.508.E8C	Roman, Angel L	Thomas Doyle,
57.02.22.0220.00.00.00.00	538564	46793	GA.221.A343	Thomas Doyle, Beth M	Thomas Doyle,
57.02.22.0220.00.00.00.00	542447	46794	GA.221.A343	Thomas Doyle, Beth M	Thomas Doyle,
57.02.22.0220.00.00.00.00	547228	18628	NI.508.E10A	Roman, Angel L	Roman, Angel I
57.02.22.0220.00.00.00.00	547231	18629	BO.01.5004	Berke, Joseph	Thomas Doyle,
57.02.22.0220.00.00.00.00	547233	18631	GA.221.B256		Thomas Doyle,
57.02.22.0220.00.00.00.00	550205	46751	GA.221.A343	Alderson, Deborah S	Thomas Doyle,
57.02.22.0220.00.00.00.00	550717	46796	GA.221.B256		Thomas Doyle,
57.02.22.0220.00.00.00.00	551650	46797	GA.221.B252	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	551655	46798	GA.221.B246	Keyes, Linda S	Thomas Doyle,
57.02.22.0220.00.00.00.00	551656	46799	GA.221.B252	Mattson, Bruce E	Thomas Doyle,

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57.02.22.0220.00.00.00.00	551657	46800	NI.508.F2A	Roman, Angel L	Roman, Angel I
57.02.22.0220.00.00.00.00	551836	38522	GA.820.208	Alderson, Deborah S	Thomas Doyle,
57.02.22.0220.00.00.00.00	551974	46752	GA.221.A343	Alderson, Deborah S	Thomas Doyle,
57.02.22.0220.00.00.00.00	558174	18633	GA.221.B250	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	558175	18634	GA.221.B250	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	558398	46801	GA.221.B248	Thomas Doyle, Beth M	Thomas Doyle,
57.02.22.0220.00.00.00.00	558399	46802	GA.221.B248	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	558400	46803	GA.221.B248	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	558517	441	GA.221.B250	Thomas Doyle, Beth M	Thomas Doyle,
57.02.22.0220.00.00.00.00	559080	18635	GA.221.B250	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	559081	18636	GA.221.B246	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	559082	18637	GA.221.B250	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	559083	442	NI.508.F5A	Roman, Angel L	Roman, Angel I
57.02.22.0220.00.00.00.00	560628	426	GA.221.B256	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	560629	18622	GA.221.B256	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	560648	18623	GA.221.B256	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	561691	46753	GA.221.A341	Walker, Theodore R	Thomas Doyle,
57.02.22.0220.00.00.00.00	561784	46754	GA.221.A363	Wean, Sandra C	Thomas Doyle,
57.02.22.0220.00.00.00.00	562156	46755	GA.221.B256	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	562157	46756	GA.221.B256	Mattson, Bruce E	Thomas Doyle,
57.02.22.0220.00.00.00.00	563664	38532	GA.820.208	Anderson, Deborah J	Thomas Doyle,
57.02.22.0220.00.00.00.00	563965	18630	GA.221.B208		Thomas Doyle,

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Report Name:	**Excess Listing**		Frequency:	On demand
Purpose:	Provides a list of all accountable and non-accountable equipment in excess status.			
Primary User:	Excess Property and individuals interested in a hard copy of available excess.			
Associated Reports:	Excess Property Extract, Excess on Report, Excess Reported to GSA			

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Site [B] Voucher No. [B] Description [B] ----------------------------- Sort By	NIST Property TA Property "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or valid Site Blank or voucher number Blank or standard description Asset Number Description Division Model Number Report Number Site Tag Number Voucher Number	(1)Accountable and Non-accountable (2) Tag Number	Selects **Division** from the Asset Key. Selects all accountable and non-accountable equipment with a Property Availability Status = "Excess". **Exclusions:** Retired Assets	This re (1) Ac (2) No

Property Management System

*** Accountable Excess ***

Tag No	Description		Current Cost	Asset Category	
Asset No	Model, Manufacturer		Location	Voucher No.	OU
Placed Srv Dt	Serial No		Inventory Date	Report No.	Division
-------------	--------------------------------------	------------------	------------------	-----------------------	--------
532877	4310-PUMP, VACUUM		4,095.00	SCI/TECH.BELOW.UNFIN	85
34771	NONE	COOKE VACUUM PR	NI.538.KFLR	9054-0007	0855.14
28-APR-1990	NONE		03-JUL-1991		

*** Nonaccountable Excess ***

Tag No	Description	Current Cost	Asset Category	
Asset No	Model, Manufacturer	Location	Voucher No.	OU
Placed Srv Dt	Serial No	Inventory Date	Report No.	Division
-------------	--------------------------------------	------------------	-----------------------	--------

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Report Name:	**Loaned Equipment Division Listing**		Frequency:	On demand
Purpose:	Lists all assets on loan			
Primary User:	Personal Property Office, Divisions			
Associated Reports:	Overdue Loaned Equipment Division Listing			

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Loan Type[B] ---------------------------- Sort By	NIST Property TA Property "All" or Valid OU Blank or valid Div. Blank or valid Group Blank or Loan GE 30 days or Loan LT 30 days Loan Expiration Date Loanee Tag Number	(1)Division (2)Tag Number	Selects **Division** from the Asset Key. Selects all assets with a Property Availability Status = "Loan GE 30 Days" or "Loan LT 30 Days" and Loan Return Date is blank.	

Property Management System

Div.Group: 0810.00

Tag No.	Asset No.	Description	
Current Cost		Model	Loanee
Property Contact		Manufacturer	Loan Date
Property Custodian		Serial No.	Loan Exprn Date
-----------------------		--------------------------------------	------------------------------------
549787	50505	7025-PRINTER, LASER	ROBERT HEBNER
1489		33449A	20-JUL-1998
Hebner, Robert E		HEWLETT PACKARD	20-JUL-1999
Hamilton, Darlene J		3048A56427	
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558789	38848	7025-MONITOR, ADP	ALICE SETTLE-RASKIN
769		JC1531VMA	15-MAY-1998
Hamilton, Darlene J		NEC	14-MAY-1999
Hamilton, Darlene J		33K12579H	
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Report Name:	**NIST Property Custodian**		Frequency: On demand	
Purpose:	A list of property custodians			
Primary User:	Personal Property Office, Divisions			
Associated Reports:				
Parameters **[R] valid value** **required** **[B] blank - all values** **will be selected**	**Parameter Valid Values**	**Default Sort**	**Selection Criteria including Exclusions**	**Notes** **Discla**
Site [B]	Blank or valid site	(1)Site (2)Division (3)Group	Selects all property custodians according to the parameters selected.	

Site: GA AREA

Division	Property Custodian
100	Selepak, Nancy M
102	Gilbert, Dennis M
103	Moscato, Mary L
106	Allen, Thelma A
109	Brooks, Veronica J
200	Anderson, Deborah J
202	Mccracken, James B
204	Hyde, Barbara Ann
210	Lusk, Karen V
214	Munoz, Michael J
215	Ripley, Deborah M

Report Name:	**Overdue Loaned Equipment Division Listing**	Frequency:	On demand	
Purpose:	To identify equipment that is on loan past the Loan Expiration Date			
Primary User:	Personal Property Office and Divisions			
Associated Reports:	Loaned Equipment Division Listing			

Parameters [R] valid value required [B] blank – all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] Loan Type [B] ---------------------------- Sort By	NIST Property TA Property "All" or Valid OU Blank or valid Div. Blank or valid Group Loan GE 30 Days Loan LT 30 Days Loan Expiration Date Loanee Tag Number	(1)Division (2)Tag Number	Selects **Division** from the Asset Key. Select all equipment where the system date is past the Loan Expiration Date and the Loan Return Date is blank.	

Property Management System

Div.Group: 0810.00

Tag No.	Asset No.	Description	
Current Cost		Model	Loanee
Property Contact		Manufacturer	Loan Date
Property Custodian		Serial No.	Loan Exprn Date
-----------------------		-------------------------------------	----------------------------------
558789	38848	7025-MONITOR, ADP	ALICE SETTLE-RASKIN
769		JC1531VMA	15-MAY-1998
Hamilton, Darlene J		NEC	14-MAY-1999
Hamilton, Darlene J		33K12579H	

564421	9999	7042-MICROCOMPUTER	MARILYN GREENHOUSE
3562		PS4CIAR3	01-MAR-1998
Greenhouse, Marilyn T		EPS TECHNOLOGIES	01-MAR-1999
Hamilton, Darlene J		118981	

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Report Name:	**Pending Property Items Detail Report**		Frequency:	On demand
Purpose:	Two part report that lists all pending property items in mass additions and provide the status on each item.			
Primary User:	Administrative Officers and Senior Management Advisors			
Associated Reports:	Mass Additions Detail Report; Mass Additions Detail Report by Location; Mass Additions Summary Repor			
	Items Summary Report			

Parameters **[R] valid value required** **[B] blank - all values will be selected**	**Parameter Valid Values**	**Default Sort**	**Selection Criteria including Exclusions**	**Notes Discla**
Book [R] OU [R] Division [B] Site [B] Building [B] ---------------------------- Sort By (1) Sort By (2)	NIST Property TA Property "All" or OU Valid Division Blank of valid Blank or valid Building Division PO Number Service Date Status Division PO Number Service Date Status	(1)Funding Source (WCF and non-WCF) (2)PO Number	Selects **Division** from the division segment of the acquisition cost center. Selects all pending items, in all queues in mass additions per the parameters provided. Also includes CIP items (810-849). **Exclusions:** Feeder System = "Suspense" and posting status = 'Split', 'Merge', "Deleted', 'Posted'.	Pendin Report Items S similar Detail Additic The tw develo divisio knowin and ter Additic

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Property Management System

DEPT OF COMMERCE                         Pending Property Items Detail Report              Report Date:  22-JUN-

Book: NIST PROPERTY                                                                        Page:      1

OU: 03    Div:        PO:                                                       Sorted by:  DIVISION,

Site:          Bldg:                     *** Working Capital Fund Items ***


Div           PO Date              Requisitioner

Req No        PO Item Description  Vendor              Acq. ACCS              PP Charge     Est. Accum.

PO No         Model                Manufacturer        O.C No   Qty          Finance Life  FIN Charge *

Line No       Location             Service Date        Tag No   PO LN Amt **  Asset Cost    Depr CC       Sta
------------  ------------------------------------  ---------  ------------  ------------  -----------  ---
320           13-MAY-1999          PAT GRIMES          3200805            1                             Acc

320-9258       CFG10210884 Configu MICRON GOVERNMENT   3130       3,000.00              5    3200950

910685        NBKU375              MICRON              590256

1             GA.XXXX.XXXXX


Comments:

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320	25-MAY-1999	JOAN BARR	3201800	1			Ite
320-9259	SF-16ABS Standard C	SHARP ELECTRONICS	3110	81.00	04	3200950	
910694							
2	GA.XXXX.XXXXX						

Comments:

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320	25-MAY-1999	JOAN BARR	3201800	1			Ite
320-9259	Sharp Model SF-2120	SHARP ELECTRONICS	3110	3,799.00	04	3200950	
910694							
1	GA.XXXX.XXXXX						

Comments:

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320	20-MAY-1999	MEG FERRA	3201800	1			Ite
320-9502	Sharp Model SF-2120	SHARP ELECTRONICS	3110	3,799.00	04	3200951	
910824							
1	GA.XXXX.XXXXX						

Comments:

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351	23-APR-1999	T. TOMALEWSKI	3510800	1	17.22	32.79	Pro
351-6219	Skyjack #SJP125AC P	UNITED RENTALS AER	3110	4,489.24	10	3511950	

909805   4,489.24

1   GA.XXXX.XXXXX   27-MAY-1999

Comments:

Report Name:	**Pending Property Items Summary Report**		Frequency:	On demand	
Purpose:	List a summary of all pending property items in mass additions and provide the status at the line item level.				
Primary User:	Administrative Officers and Senior Management Advisors				
Associated Reports:					

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Site [B] Building [B] ---------------------------- Sort By (1) Sort By (2)	NIST Property TA Property "All" or Valid OU Valid Division Blank of valid Blank or valid Building Division PO Number Service Date Status Division PO Number Service Date Status	(1)Funding Source (WCF and non-WCF)	Select **Division** from the division segment of the acquisition cost center. Selects all pending items, in all queues in mass additions per the parameters provided. Includes CIP (810-849). **Exclusions:** Feeder System = "Suspense" and posting status = 'Split', 'Merge', "Deleted", 'Posted'.	Pendin Report Items S similar Detail Additic The tw develo divisio knowir and ter Additic

Property Management System

*** Working Capital Fund Items ***

Div	PO No	Tag No	Asset Cost	PP Charge	Est. Accum.FIN Charge *	
Req No	Line No	Service Date	PO LN Amt **	Finance Life	Depr CC	Status
320	910685	590256				Acct Action Req
320-9258	1		3,000.00	5	3200950	
320	910824					Item on Order
320-9502	1		3,799.00	04	3200951	
320	910694					Item on Order
320-9259	2		81.00	04	3200950	

```
-------------------------------------------------------------------------------------------------
320        910694                                                              Item on Order
320-9259   1                            3,799.00          04              3200950
-------------------------------------------------------------------------------------------------
351        909805                       4,489.24          17.22            33.59  Prop. Action Req
351-6219   1            27-MAY-1999      4,489.24          10              3511950
-------------------------------------------------------------------------------------------------
353        94P515                                                              Item on Order
353-9438   1                            9,870.00          05              3530950
-------------------------------------------------------------------------------------------------
353        910919                                                              Item on Order
353-9476   1                            4,825.00          04              3530950
-------------------------------------------------------------------------------------------------
353        94P528                                                              Item on Order
353-9487   1                            5,030.00          06              3530950
-------------------------------------------------------------------------------------------------
353        910919                                                              Item on Order
353-9476   1                            4,798.00          04              3530950
-------------------------------------------------------------------------------------------------
354        908991      590333                                                  Acct Action Req
354-9601   1                            19,500.00         7               3540951
-------------------------------------------------------------------------------------------------
354        811598                                                              Item on Order
```

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```
354-8603    2                      4,000.00       07              3540951

-----------------------------------------------------------------------------------------------

354         811598                                                     Item on Order

354-8603    1                      8,876.00       07              3540951

-----------------------------------------------------------------------------------------------
```

Report Name:	**Projected Amortization Report Detail** Frequency: On demand
Purpose:	Provide users with anticipated finance charges for current through next four fiscal years. **This report select**
	division paying the finance charges rather than the owner organization.
Primary User:	Administrative Officers and Senior Management Advisors
Associated Reports:	Projected Amortization Report Summary

Parameters **[R] valid value required** **[B] blank - all values will be selected**	**Parameter Valid Values**	**Default Sort**	**Selection Criteria including Exclusions**	**Notes** **Discla**
Book [R] OU [R] Division [B] Site [B] Surcharge (%) ----------------------------- Sort By	NIST Finance "All" Valid OU Blank or valid Div. Blank or valid Site Blank or surcharge rate PO Number Tag Number Owner Org	(1)Division (Page Break) (2)Project (Page Break) (3)PO Number	Selects **Division** from the **division portion of the depreciation cost center** of the Expense Account. The Owner Organization is shown on the detail line. Selects all equipment that has been purchased through the Working Capital Fund with a Net Book Value > 0. Working Capital Fund is where the Funding Source Segment of the Asset Category is "WCF". Note to System Administrator: Calendars for this report must be updated near year end to include out years. **Exclusions:**	Surcha the Pro Accou **Notes:** station period adjustr in the l open p in this this rep the e-r notifyi has bee final fi Colum period will no change Book o the am checke agree o Financ

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
				is chec made i Colum Charge open p to the c

Property Management System

Division 357

Cost Center   3570950

PO No	Tag No	Cost	pp12-99 Charge Aft pp12-99	Bal Due (NBV) pp13-99 Charge**	After pp13-99 Charge	L i f e	Project End Date For Fin	Cur FY Fin Charge (REMAIN)	FY2 Fin Charge (PROJ)	Fin
Description	Owner Org									
005143	571255	13,614	52.22	8,715	52.22	52.22	10	12/2005	366	1,354
3930-FORK-LIFT	0357.06									
115000	551115	7,258	27.84	1,594	27.84	27.84	10	10/2001	195	722
3830-TRUCK AND T	0357.06									
209762	553787	6,750	64.73	1,174	32.36	32.36	8	03/2000	227	361
3930-WAREHOUSE T	0357.06									
417961	563367	5,045	38.70	82	38.70	38.70	5	08/1999	82	0

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```
7025-PRINTER, LA     0357.05


517091 568646        3,500      26.85       703      26.85      26.85  5  07/2000      188          516
7042-MICROCOMPUT     0357.00


517091 568649        3,500      26.85       703      26.85      26.85  5  07/2000      188          516
7042-MICROCOMPUT     0357.00


517091 568651        3,500      26.85       703      26.85      26.85  5  07/2000      188          516
7042-MICROCOMPUT     0357.00


517091 568655        3,500      26.85       703      26.85      26.85  5  07/2000      188          516
7042-MICROCOMPUT     0357.05


517091 568717        3,500      26.85       703      26.85      26.85  5  07/2000      188          516
7042-MICROCOMPUT     0357.00
```

Note: * = owned by other organization   # = multiple PO

    ** = Pay period charges do not reflect any changes that have occurred in the Property Book for the current

Report Name:	**Projected Amortization Report Summary**		Frequency:	On demand	
Purpose:	Provide users with anticipated finance charges for current through next four fiscal years. **This report selec** **division paying the finance charges rather than the owner organization.**				
Primary User:	Administrative Officers and Senior Management Advisors				
Associated Reports:	Projected Amortization Report Detail				

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Site [B] Surcharge (%) ----------------------------	NIST Finance "All" or Valid OU Blank or valid Div. Blank or valid Site Blank or surcharge rate	(1)Division (Page Break) (2)Project	Selects **Division** from the **division portion of the depreciation cost center** of the Expense Account. Selects all equipment that has been purchased through the Working Capital Fund with a Net Book Value > 0. Working Capital Fund is where the Funding Source Segment of the Asset Category is "WCF". **Exclusions:**	Surcha the Pro Accou **Notes:** station period adjustr in the I open p in this this rep the e-n when a posted figure. Colum (open Charge financi the Fir open p box is column change

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Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
				amorti there i Financ FY Fir " takes Financ FY.

DEPT OF COMMERCE   Projected Amortization Report Summary   Report Date:

Book: NIST FINANCE   # of Pay Periods Left in FY =7   Page:

OU: 03   Div: 0357   Current Pay Period: pp13-99

Site: Cost Center: 3570950

Division 357

Cost Center	Number Of Items	Total Cost	pp12-99 Charge	Balance Due (NBV) After pp12-99	pp13-99 Charge**	After pp13-99 Charge	Cur FY Fin Charges (REMAIN)	FY2 Fin Charges (PROJ)	Fin Cha
3570950	137	351,343.32	3,244.04	200,923.73	3,211.67	3,211.67	22,292.49	79,807.59	60,58
** Depr Surcharge: 0.00%			0.00		0.00	0.00	0.00	0.00	
Total With Surcharge:			3,244.04		3,211.67	3,211.67	22,292.49	79,807.59	60,58

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Report Name:	**Query for Specific Equipment**			Frequency:	On demand

Purpose:	Provides users the ability to search on various parameters to locate assets at NIST
Primary User:	Property Custodians, Divisions
Associated Reports:	Division Listing – Property; Division Listing – Property by Tag Number; Division Property Extract File

Parameters [R] valid value required [B] blank - all values will be selected	Parameter Valid Values	Default Sort	Selection Criteria including Exclusions	Notes Discla
Book [R] OU [R] Division [B] Group [B] PC Note [B] Manufacturer [B] Model [B] Description [B]	NIST Property TA Property "All" or valid OU Blank or valid Division Blank or valid Group Blank or property custodian note Blank or substring* of manufacturer Blank or substring* of model Blank or substring* of description *Example: If 338 is entered for model, all assets where 338 occurs in the model number will be selected.		Selects **Division** from the Asset Key (Owner Organization). Selects all items based upon the parameters entered.	Note: values

Property Management System

DEPT OF COMMERCE   Query for Specific Equipment   Report Date:

Book: NIST PROPERTY   Page:

OU: 47   Div: Group: Sorted By TAG

Site: Manufacturer:

Model: PC NOTE:

Description: 7042%

Tag No	Manufacturer Name	Model	Asset Key	Property Contact	Property Custodian
546259	IBM	60-041	57.47.00.0471.00.00.00.00	Roman, Angel L	Roman, Angel L
546269	COMPAQ	84	57.47.00.0475.00.00.00.00	Roman, Angel L	Roman, Angel L
546934	APPLE	M5710LL/A	57.47.00.0470.10.00.00.00	Wetzel, Pamela A	Wetzel, Pamela A
550632	AST	486/25	57.47.00.0470.10.00.00.00	Roman, Angel L	Roman, Angel L
551296	AST	43V	57.47.00.0470.10.00.00.00	Roman, Angel L	Roman, Angel L
551297	AST	43V	57.47.00.0470.10.00.00.00	Uglik, Barbara Ann	Wetzel, Pamela A
551440	AST PREMIUM	48633TE-5	57.47.00.0470.10.00.00.00	Roman, Angel L	Roman, Angel L
551600	AST	43V	57.47.00.0474.00.00.00.00	Roman, Angel L	Wetzel, Pamela A
554852	AST	213V	57.47.00.0470.10.00.00.00	Roman, Angel L	Wetzel, Pamela A
555081	ACCEL	486	57.47.00.0473.00.00.00.00	Roman, Angel L	Roman, Angel L
555762	GATEWAY	486/33	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
555764	GATEWAY	486/33	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
557219	IBM	700C	57.47.00.0470.00.00.00.00	Powell, Lura J	Wetzel, Pamela A

558057	GATEWAY 2000	486DX33LB	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
558059	GATEWAY 2000	486DX33LB	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
559605	GATEWAY 2000	GATEWAY 2000	57.47.00.0471.00.00.00.00	Ruegg, Rosalie T	Wetzel, Pamela A
559606	GATEWAY 2000	GATEWAY 2000	57.47.00.0471.00.00.00.00	Ruegg, Rosalie T	Wetzel, Pamela A
560176	CAML	N/A	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
560427	IBM	720C	57.47.00.0470.00.00.00.00	Belanger, Brian C	Wetzel, Pamela A
560428	IBM	720C	57.47.00.0470.00.00.00.00	Uglik, Barbara Ann	Wetzel, Pamela A
560536	IBM	160	57.47.00.0470.10.00.00.00	Miller, Deborah A	Wetzel, Pamela A
560537	IBM	160	57.47.00.0471.00.00.00.00	Powell, Jeanne W	Wetzel, Pamela A
560538	IBM	160	57.47.00.0470.00.00.00.00	Chang, Connie Kong Nin	Wetzel, Pamela A
560634	APPLE	M4410LL/A	57.47.00.0472.00.00.00.00	Roman, Angel L	Roman, Angel L
560836	COMPAQ	120	57.47.00.0470.10.00.00.00	Roman, Angel L	Roman, Angel L
560838	COMPAQ	120	57.47.00.0470.10.00.00.00	Roman, Angel L	Wetzel, Pamela A
561185	COMPAQ	486/66 240W	57.47.00.0470.10.00.00.00	Roman, Angel L	Roman, Angel L
561199	COMPAQ	120	57.47.00.0470.00.00.00.00	Roman, Angel L	Roman, Angel L
561251	IBM	9545-306	57.47.00.0470.00.00.00.00	Uglik, Barbara Ann	Wetzel, Pamela A
561252	IBM	9545-306	57.47.00.0474.00.00.00.00	Gudas, John P	Wetzel, Pamela A
561254	IBM	9545-306	57.47.00.0471.00.00.00.00	Ruegg, Rosalie T	Wetzel, Pamela A

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PROFILE

This function is selected from the main menu by highlighting it and clicking on the *Open* button. This is the screen where a user can personalize printer, browser, etc. settings. This is normally performed by a systems administrator.
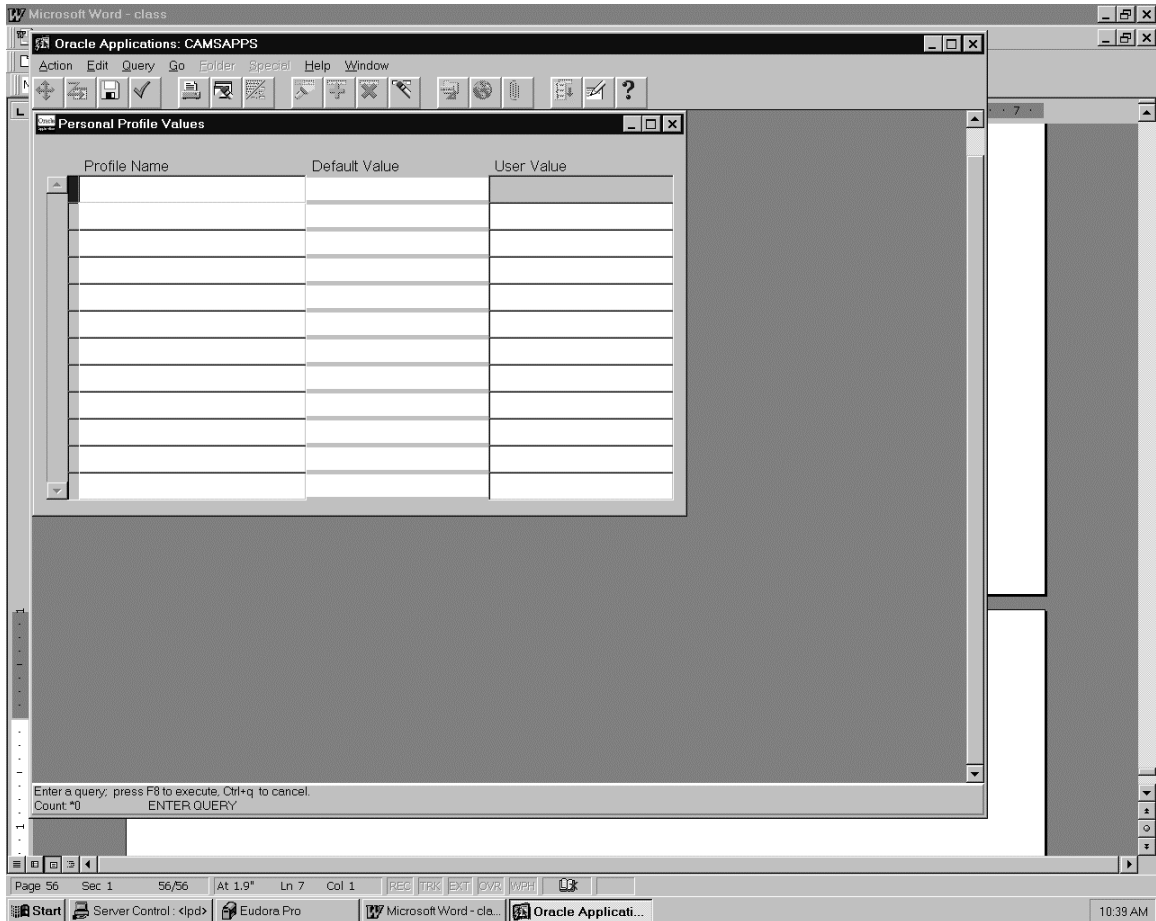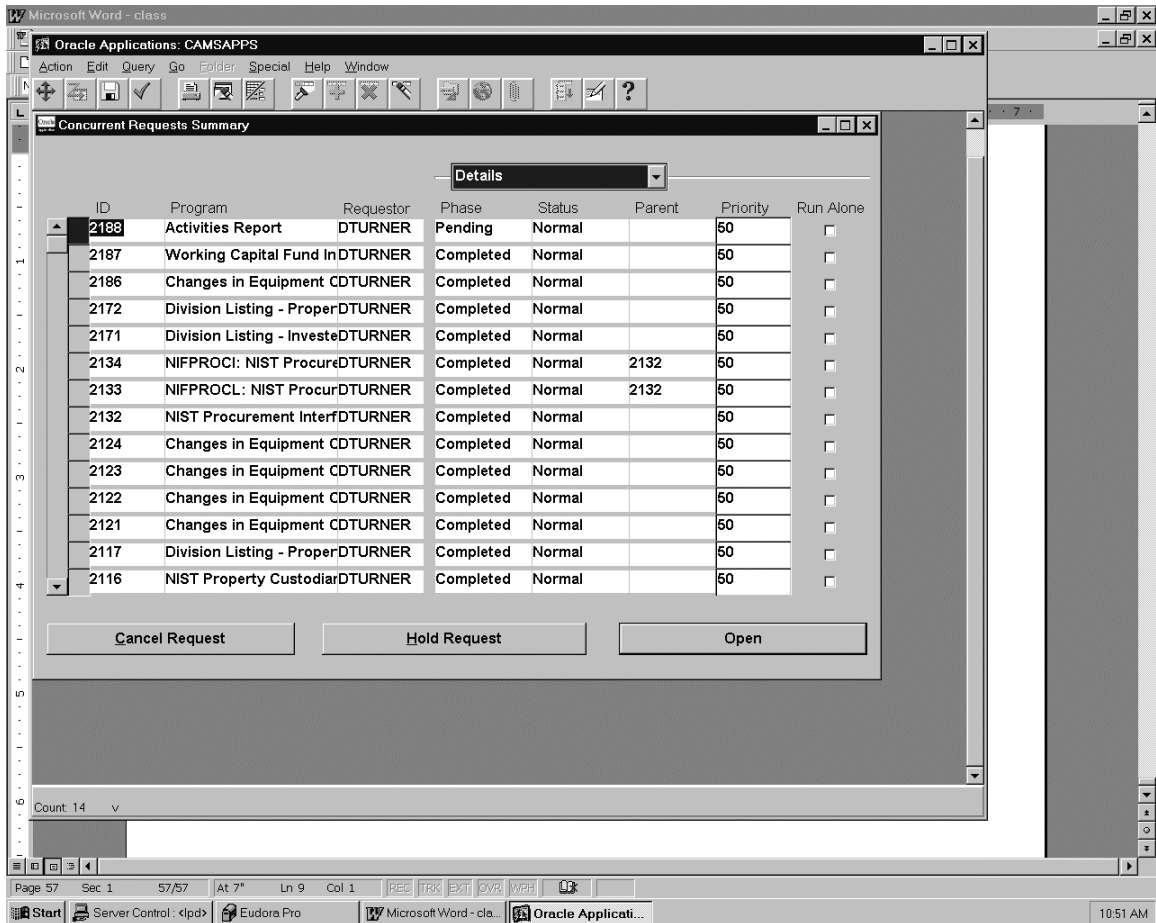
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CONCURRENT

This option is selected from the main menu, by highlighting it and clicking on the *Open* button.

A user can cancel a pending job (report) from this screen. Query by hitting F7, tab to the *requestor* field and enter the requestor's name. Hit the F8 button to query. Select the report to be cancelled, and click on the *cancel* button.

Notice that status has changed to Terminating.

ALERTS

ORACLE has a functionality called *Oracle Alerts*. Basically, an alert is an e-mail that automatically generates based on established criteria and timeframes. The alerts that have been developed vary in purpose, and can be informational or a request for action. A list of the alerts follows. (As of 6/10/98 the Property Implementation Team is still working on the alerts so there could be differences upon implementation of the alert feature.)

1. **Location/Contact Request**
    PURPOSE: Requests location and/or contact information for assets where this information is incomplete, the fields contact default information (all X's) or information is missing.

    FREQUENCY: Weekly (Every Friday night)

    RECIPIENT: Property Custodians

    OTHER: This alert will also provide a list of assets that have been posted and are complete the week of the alert.

2. **Location/Contact Still Needed**
    PURPOSE: Notifies recipient that information is still incomplete for records that were received more that 30 days ago.

    FREQUENCY: Monthly (First day of each month)

    RECIPIENT: Property Custodians and Administrative Officers

3. **New Equipment**
    PURPOSE: To notify division when equipment becomes a record and that finance charges will begin

    FREQUENCY: Undetermined

    RECIPIENT: Administrative Officers

4. **Notification of the end of a Lease**
    PURPOSE: A request for notification of the disposition of leased equipment

    FREQUENCY: Once a month

    RECIPIENT: Property Custodians

5. **Notification of Overdue Loans**
    PURPOSE: A request for the custodian to renew loan or provide notice that equipment has been returned.

    FREQUENCY: Once a month; 30 days in advance of expiration of loan

    RECIPIENT: Property Custodians